



Student Handbook
2008-09
College of Arts and Sciences



UNIVERSITY OF
MARY WASHINGTON

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(Area Code 540; Prefix 654-)

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The Student Handbook is a publication of the Office of Student Affairs, Tyler House, University of Mary Washington, Fredericksburg, Virginia 22401-5300, 540/654-1062.

Photographs courtesy of the Office of Design Services.

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, or enrolling students or in hiring or promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AAEEEO officer of the University.

—Revised by the Board of Visitors, University of Mary Washington, May 10, 1991

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UNIVERSITY OF
MARY WASHINGTON

1301 College Avenue
Fredericksburg, Virginia 22401-5300
540/654-1000
www.umw.edu

Message from the Vice President

Dear Students:

Welcome to campus for the 2008-09 academic year. In July of this its centennial year, UMW also welcomed its eighth president, Dr. Judy G. Hample. Dr. Hample was most recently the head of the Pennsylvania State System of Higher Education and began her tenure with the University of Mary Washington on July 1, 2008.

As we begin the fall semester, the Lee Hall project is nearing completion and offices will begin moving into the renovated building over winter break. Then Lee Hall will become a convenient and effective student-services area, centralizing many of the offices students need to visit to conduct business. Once Lee Hall is completely back on-line, the offices in Monroe Hall will begin their relocation to allow for renovation of the building.

The deck outside the Eagle's Nest of Woodard Campus Center is undergoing replacement and the addition of a roof; it should be complete this fall. Another project nearing completion is the installation of a state-of-the-art artificial surface and lights on Goolrick Field, allowing for expansion of intramural activities.

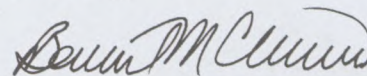
An even more exciting project is beginning and will be ongoing for several years into the future. During this academic year, construction will begin for the UMW conversion of the Park N Shop Center into a revitalized residential and commercial space. Student housing will be the first phase of the project.

As you can see, these are exciting and progressive times on campus. Bricks and mortar give the campus a beautiful framework, and Student Affairs gives it three of its supporting pillars. Our mission is to provide experiential opportunities for students to develop, learn, or improve upon:

- I. leadership skills,
- II. citizenship and interpersonal skills, and
- III. wellness-related skills.

Participation in leadership activities with campus clubs and organizations helps develop these skills and gives you a strong voice on campus. These skills and experiences also strengthen your resume when you begin looking for job opportunities after graduation. We look forward to working with you.

Sincerely,



Bernard M. Chirico, Ph.D.
Vice President for Student Affairs

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Spirit at Mary Washington

Official Seal University of Mary Washington



The official seal of the University of Mary Washington reflects its founding year, 1908, and the University motto, "Pro Deo Domo Patria," which, translated, means *For God, Home and Country*. The open book is symbolic of the importance of academic quality at the institution. Use of the seal is reserved for graduation insignia and other formal, ceremonial occasions.

Statement of Community Values

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- The importance of personal integrity as reflected in adherence to the Honor Code
- The right of every individual to be treated with dignity and respect at all times
- The appreciation of and respect for cultural diversity in our community and adherence to the University's Statement of Nondiscrimination
- The freedom of intellectual inquiry in the pursuit of truth

As members of the University community, we refuse to tolerate behavior that in any way compromises or threatens these values.

Revised by the Board of Visitors, Mary Washington College, May 10, 1991

Alma Mater

All hail, dear Alma Mater, We sing our praise to you.
High on Marye's Hilltop, You stand forever true.
Born in truth and honor, You ever more shall be,
The model of our future years, And all eternity.

Whene'er we have to leave you, We never will forget,
The lessons you have taught us, And all the friends we've met.
And we your sons and daughters, Will hold your name on high,
So here's to Mary Washington; Our love will never die.

– Irene Taylor '47

– Jean Crotty '47



University Colors

Navy Blue, Gray, and White

University Mascot

Eagle

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Spirit Rock

The purpose of the Spirit Rock is to represent the spirit of the University of Mary Washington — whether that is advertising an event, showing spirit for your class or sports team, or celebrating a recent victory. The Spirit Rock belongs to the students and they are ultimately responsible for the rock; therefore, if students dislike a message on the rock, it is their responsibility to repaint it.

Painting guidelines:

- Absolutely no profanity or vulgarity is permitted on the rock.
- The common values stated in the Statement of Community Values apply to the Spirit Rock.
- Only latex paint is permitted (not spray paint).
- Freshly painted messages should be allowed to remain in place for 24 hours before repainting.

Questions regarding the Spirit Rock should be addressed to the Student Government Association.

Class Council Traditional Events

Fall Events

Tues. Sept. 3	Drive-In Movies, Ball Circle, 7 p.m. and 9 p.m.
Tues. Sept. 23	Junior Ring Premiere, Great Hall, 7-10 p.m.
Fri. Oct. 3	Rocktoberfest, Ball Circle, 3-7 p.m.
Wed. Oct. 20	Lip Synch, Dodd, 8-11 p.m.
Fri. Oct. 31	Halloweens Great Hall, 8 p.m.-1 a.m.

Spring Events

Thurs. Jan. 29	Senior Countdown, Great Hall, 9 p.m.
Mar. 22-28	Junior Ring Week
Fri. Mar. 27	Junior Ring Ceremony, Dodd, 7-9 p.m.
Sat. Mar. 28	Junior Ring Dance, Great Hall, 9 p.m.-1 a.m.
TBA	Spring Formal
Thurs. Apr. 23	Devil Goat Day, Ball Circle, 3-7 p.m.
Thurs. May 7	Grad Ball 9 p.m.-1 a.m.
Fri. May 8	Convocation, Dodd, 7-9 p.m.
Sat. May 9	Commencement, Ball Circle



History

- 1908 Founded as the State Normal and Industrial School for Women
1908-19 *President: Edward Hutson Russell*
- 1914 Name changed to the State Normal School for Women at Fredericksburg
1919-28 *President: Algernon B. Chandler, Jr.*
- 1924 Name changed to the State Teachers College at Fredericksburg
Legislative approval granted to confer baccalaureate degrees in education
1929-55 *President: Morgan L. Combs*
- 1934 Legislative approval granted to confer baccalaureate degrees in the liberal arts
- 1938 Name changed to Mary Washington College
- 1944 Name changed to Mary Washington College of the University of Virginia (became the Women's College of Liberal Arts and Sciences of UVA)
- 1948 Mary Washington College Alumnae Association chartered
1956-74 *President: Grellet C. Simpson*
- 1960 Administration of the Gari Melchers Home and Studio authorized
- 1964 Administration of the James Monroe Museum and Memorial Library authorized
- 1970 Coeducational status established
- 1971 Kappa Chapter of Virginia of Phi Beta Kappa established
- 1972 Name changed to Mary Washington College (an autonomous institution with its own governing board, separate from UVA)
- 1974-1983** *President: Prince B. Woodard*
- 1975 University of Mary Washington Foundation chartered
Academic Internship Program established
- 1977 Bachelor of Liberal Studies established
- 1979 Legislative approval granted to confer master's degrees
- 1980 Center for Historic Preservation established
1983-2006 *President: William M. Anderson, Jr.*
- 1999 James Monroe Center for Graduate and Professional Studies opened
Bachelor of Professional Studies established
- 2000 Master of Education established
Master of Business Administration established
Master of Science in Elementary Education established
- 2004 Name changed to University of Mary Washington
James Monroe Center renamed College of Graduate and Professional Studies
- 2006 Master of Science in Management Information Systems degree established
2006-2007 *President: William J. Frawley*
- 2007 *Acting President: Richard V. Hurley*
- 2008 *President: Judy G. Hample*



Traditions

Club Carnival: An opportunity for students to be introduced to the myriad of campus clubs and organizations available at the University. It's a carnival atmosphere with lots of information and opportunities to talk with peers about your interests and how to get involved at UMW.

Family Weekend: Held each September, this occasion gives the families of Mary Washington students a chance to visit campus in the fall and become acquainted with various academic and social programs. Many varied events, sports competitions, and a picnic are special features of this important tradition.

Spirit Week: A week of special activities including a picnic, bonfire, and fireworks leading up to Homecoming.

Homecoming: A special day, usually a Saturday in October, when alumni who have graduated within the last 10 years return to campus. Students and alumni enjoy fellowship centered around a variety of sports and social events.

Rocktoberfest: A fine way to welcome autumn! Class Council invites local bands to perform and provides the campus with fun, food, and entertainment.

Senior Countdown: A traditional celebration in the spring semester for seniors to mark the countdown of the last 100 days before graduation.

Junior Ring Week: Presentation of class rings, a formal dance, and a concert are the major events that mark the achievements of the rising senior class. The ring presentation ceremony is also the occasion for tapping new members of Mortar Board, a special honor society for seniors who have made outstanding contributions in scholarship, leadership, and service.

Multicultural Fair: An annual favorite! It's a day-long celebration of diversity and cultural exploration featuring a broad array of folk dancers, musicians, exhibitors, vendors, and foods from around the world.

Devil-Goat Day: This tradition is unique to the University of Mary Washington in which Goats (classes graduating in even-numbered years) compete against Devils (classes graduating in odd-numbered years) in games and athletic competitions on the last Thursday before the end of classes. A picnic and reggae band also help make this spring event very popular.

Senior Week: This traditional week follows the conclusion of spring semester and allows graduating seniors the opportunity to congregate, celebrate, and reflect as a class. Scheduled activities include Senior Convocation, Grad Ball, Senior Picnic, and other activities. The week culminates with graduation.

Graduation

This section is meant to offer general information on the policies/practices related to graduation, with the final and official information being distributed and mailed to prospective graduates' homes during the week between Christmas and New Year's Day.

Regalia: Regalia information will be included in the graduation mailing. The only sanctioned additions to the student academic regalia are cords, medals, and pins associated with academic honor societies, and awards or pins received by individuals at Senior Convocation.

Rehearsal/Ceremony: Prospective graduates are expected to attend both the Friday afternoon rehearsal and the Saturday commencement ceremony. If unable to attend, permission must be requested in writing from the Vice President for Academic Affairs.

Final grades are distributed at the rehearsal.

Senior Convocation is an occasion for the presentation of honors and a very special opportunity for students to celebrate their achievement. Senior Convocation traditionally is held the Friday evening before graduation.

Lunch Tickets: Information about lunch tickets will be included in the graduation mailing.

Seating for the commencement ceremony is in Ball Circle and is first-come, first served. (University Police will remove any seat reservation/hold signs placed in the seating area prior to 6:30 a.m. on graduation morning.)

Weather Plan: In case of heavy rain, the ceremony will be moved to Dodd Auditorium. Guests will be directed to other campus venues for viewing of a live broadcast of the ceremony.



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Student Life Calendar 2008-09

Fall Semester 2008

Spring Semester 2009

August

20	W	Halls open for freshmen and transfers 8:15 a.m.-noon
24	Su	Residence halls open 9 a.m.-5 p.m. for returning students
25	M	Classes begin
25	M	Drop/Add begins
29	F	Last day to add courses

September

9	Tu	Deadline for declaring a major
12	F	Last day to drop courses without penalty
19-21	F-Su	Family Weekend

October

3	F	Last day to change to or from pass/fail
10	F	Fall Break begins at 5 p.m.; Residence halls remain open.
11-14	Sa-Tu	Fall Break
15	W	Classes resume
24	F	Last day to drop individual courses
25	Sa	Fall Homecoming
Oct. 27- Nov. 7	M-F	Advance Registration for spring semester

November

26	W	Thanksgiving Holiday begins at 8 a.m.; Residence halls close at 10 a.m.
26-30	W-Su	Thanksgiving Holiday
30	Su	Residence halls open at 2 p.m.

December

1	M	Classes resume
5	F	Last day of classes
5	F	Last day to withdraw from the University
6-7	Sa-Su	Reading Period
8-12	M-F	Examinations
13	Sa	Residence halls close at 10 a.m.

January

8	Th	Halls open for new students 9 a.m.-noon
8	Th	New student orientation/ Spring Preview
11	Su	Halls open for returning students 9 a.m.-5 p.m.
12	M	Classes begin
12	M	Late registration for returning students
12	M	Drop/Add begins
16	F	Last day to add courses
22	Th	Deadline for declaring a major
30	F	Last day to drop courses without penalty

February

20	F	Last day to change to or from pass/fail
27	F	Spring Break begins at 5 p.m.; Residence halls close at 9 p.m.
Feb. 27- Mar. 8	Sa-Su	Spring Break

March

8	Su	Residence halls open at 2 p.m.
9	M	Classes resume
9-20	M-F	Advising Period
13	F	No course withdrawals permitted after this date
Mar. 23- Apr. 3	M-F	Advance Registration for fall semester

April

23	Th	Devil-Goat Day
24	F	Last day of classes
24	F	Last day to withdraw from the University
25-26	Sa-Su	Reading Period
Apr. 27- May 1	M-F	Examinations

May

2	Sa	Residence halls close 24 hours after last exam, or by 5 p.m. on May 2, whichever comes first, for students who are not candidates for graduation.
8	F	Convocation
9	Sa	Graduation
10	Su	Residence halls close at 10 a.m.



Student Leadership

Student Government Association

Executive Cabinet

President	Sean O'Brien
Vice President.....	Ashley Davis
Honor Council President.....	Quincey Garcia
Judicial Review Board President.....	Nick Perilla
Academic Affairs Chair.....	Brent Colin Turner
Legislative Action Committee Chair	Mary Wagoner
Association of Residence Halls President.....	Amanda Russell
Commuting Student President	Anum Shaikh
Executive Coordinator	Kasey Walker
Secretary	Christina Giaimo
Treasurer.....	Stephen Pierce
Press Secretary	J.T. Newcomb
Technology Coordinator	Kelly Wuyscik
Diversity and Unity Coordinating Cmte. Chair.....	Natalie Weiner
Parliamentarian	Joseph Cerinza

SGA Committee Chairs/Co-Chairs

Entertainment (Giant Productions)	Chrissie Woolsey, Claire Copps
Film "Cheap Seats"	Mike Kappert
Finance	Ron Brooks
Inter-Club Association	Caitlin Varley
Presidential Dining Hall Committee	TBA

SGA Senate Officers

President	Ashley Davis
Vice President.....	To Be Elected
Secretary	Stefanie Roche
Parliamentarian	Brian Cooney

Honor Council

President	Quincey Garcia
Vice President.....	

Representatives:

Seniors.....	Sabah Bhatnagar, Tais Gomez, Savreen Hundal, Kate Schaeffer
Juniors	Paul Dolan, Anna Greeley, James Martin, Sarah Payne
Sophomores	Sarah Crockett, Mercy Furey, Danielle Velardi
Freshmen.....	To Be Elected

Judicial Review Board

President	Nicolas Perilla
Vice President.....	Serena Epstein

Representatives:

Seniors.....	Laura Mandeville, Gloria Pereira, Chet Prailey, Bekah Sargeant
Juniors	Jennie Babadilla, Andrea Briceno, Paul Dolan, Emily Potosky, Kathryn Saunders
Sophomores	Travis Bice, Brian DeMott, Thien Phan, Ryan Pigden, Angelica Smith
Freshmen.....	To Be Elected

Class Council

Executive Board

President	Patrick Whelan
Vice President.....	Chelsea Devening
Secretary-Treasurer	Sarah Isaac
Promotions Director	Alexandra Meier
Historian	Kelly Caldwell

**Senior Class Officers**

President Patrick Whelan
 Vice President..... Elizabeth Jennings
 Sec-Treas Sarah Isaac
 Promotions Ali Meier

Sophomore Class Officers

President Austin Bartenstein
 Vice President..... Emmanuel Carreno-Garcia
 Sec-Treas Quinn Fisher
 Promotions Samantha Crouse

Junior Class Officers

President..... Chelsea Devening
 Vice President..... Michelle Bond
 Sec-Treas..... Kelly Caldwell
 Promotions..... Samantha Miller

Freshman Class Officers

To be elected Fall 2008.

Student Media – Editors/Station Mgrs.

Student Media Council Chair..... Neetika Gujral
The Bullet..... Elizabeth Nowrouz
The Battlefield..... Michelle Esch
Polemic..... Renee Carignan
Aubade..... Leslie Fannon
WMWC..... Jason Walsh

Clubs and Organizations

How to Start a New Club

Thinking About a New Club

First, evaluate your idea by asking the following questions:

Are you committed to the idea? If it is based on a fad (i.e., "Reality TV Club"), how long will interest last?

Is there an existing group to join? For example, if you and six others are interested in a "Save the Whales Club," could you be a committee of the Ecology or Biology Club?

Will there be enough members to continue the club beyond your involvement? An all-seniors group would be wiped out by graduation.

Have you thought about organizational goals and objectives? Specific programs, activities, or projects? Planning now will help with the recognition paperwork.

What role will your group assume on campus and/or in the community? The purpose needs to be well defined both for ICA recognition and for planning and recruiting.

Beginning the Approval Process

If you have evaluated your idea and still wish to organize, use the following procedure:

1. Visit the Student Activities Office in the basement of Seacobeck.
2. Hold a preliminary interest meeting to help you develop a list of at least 10 other interested students which must be submitted with the club's constitution. Also use the first meeting to develop a concise mission statement which briefly outlines the goals and objectives of your organization.
3. Develop a constitution. The ICA will provide an outline for developing a constitution. This is necessary for the ICA review, and will establish a lasting structure for your organization.

Inter-Club Association (ICA) Recognition

For official recognition, student organizations must:

1. Present a preliminary constitution to the chair of the ICA.
2. Be open to all full-time undergraduate students.
3. Prescribe to non-discrimination standards adopted by the Board of Visitors.
4. Submit the name of a faculty/staff sponsor.
5. Submit a list of prospective members (at least 10).

Applicant student organizations shall be permitted a full academic year to fulfill the guidelines for official recognition. Through constitutional review, the ICA Executive Committee is empowered by the SGA to ensure that all new and existing organizations subscribe to University policies and practices. The ICA has the authority to recognize or to deny or rescind recognition of student groups. Upon recognition, student organizations must actively participate in the Inter-Club Association.

Non-Recognized Groups

Groups which fail to meet the guidelines for official recognition may operate as non-recognized groups. Non-recognized groups are allowed to hold meetings on campus on a space available basis, and can reserve a meeting space by contacting the Office of Student Activities and Community Service (OSACS).



Space may be reserved in the name of an individual student, not in the name of the group. All fliers and notices used by non-recognized groups must first be reviewed by OSACS and may be posted in designated spaces. Non-recognized student groups may not publicize events or programs in Seacobeck.

Clubs and Organizations

(For contact names or club descriptions, please call Student Activities, 654-1061. Clubs are open to all full-time undergraduate students of the University.)

Academic Affairs Council	Diversity and Unity Coordinating Committee (DUCC)	Phi Beta Lambda
Accounting Society	E Pluribus UNUM- Political Awareness Club	Photography Club
Aikido Club of UMW	Ecology Club	Pre-Vet
Alpha Mu Sigma	Econ Club	Prism
Ambassadors, UMW	Economic Development Club	Renaissance Club
American Marketing Association	Free-Styling Club	Rotaract
Anarchist Social Theory Club	French Fliques	Russian Club
Animal Rights Club	Geography Club	SGA
Art and Architecture Club	German Club	Snowboard Club
Asian Student Association	Giant Productions	Society of Physics Students
Association for Computing Machinery	Grace Campus Ministries	Spanish Club
Association of Residence Halls	Guerrilla Art Liberation Lives	Student Education Association
Atheist, Agnostics, Freethinkers, and Friends	Habitat for Humanity Club	Students Educating and Empowering for Diversity (S.E.E.D.)
Aubade	Hand Percussion Club	Students for Gender Equality
Baptist Collegiate Ministries	Historic Preservation Club	Students for Life
UMW Battlefield Yearbook	Honor Council	Students Helping Honduras
Biology Club	Human Rights Club	Swing Dance Club
Black Student Association	Inter-Club Association	Symphonics
Brazilian Jui-Jitsu	Intervarsity Christian Fellowship	Terrapins Synchronized Swim Team
Breakdancing Club	Invisible Children, UMW Chapter	The Gathering
Brothers of a New Direction	Invoice	The Polemic
Bullet	Islamic Student Association	The Pre-Law Society
Campus Christian Community	J.A.D.E. (Anime Club)	The Undeniably Adjacent
Campus Scouts	Jewish Student Association	The Warhammer 40K Club
Catholic Campus Ministry	Judicial Review Board	Trek Club
Cheap Seats Cinema	Labor Rights Club	UMW Canterbury Club
Christian Unity	Latin Dance Club	UMW Dance Team
Circle K International	Latino Student Association	UMW Gun Club
Circus Arts Club	Legislative Action Committee	UMW Men's Rugby
Class Council	MAA (Math Club)	UMW Men's Ultimate Frisbee
Classic Film Club	Mary Wash Fencing Club	UMW Pre-Med-Pre-Dent Society
Classics Club	Mary Washington Women's Rugby	WMWC
Club Baseball	Mary Washington Young Democrats	Wellness Peer Educators
Club Tennis	Model United Nations Club	Women of Color
College Republicans	Network of Enlightened Women	Women's Club Basketball
Community Outreach and Resources (COAR)	No Heroes Forgotten	Women's Club Soccer
Commuting Student Association	O Club	Women's Ultimate Frisbee Club (Mary Massacre)
Cycling Team	One Note Stand	X-treme Volleyball Club
Dilettantes of Astronomy	Performing Arts Club	Yarn Works
Disaster Relief	Persian Club	Young Women Leaders Program

Transition

SGA, Class Council, Finance Committee, Giant, JRB, Honor Council, ICA, ARH Executive Board and Media Council must have officers for the following year elected or selected by the time of Transition. Transition dates will be established by SGA and will occur in early April.

Athletics

Teams

Athletic competition for men is available in cross country, rowing, soccer, and tennis in the fall; basketball, swimming, and track in the winter; and baseball, lacrosse, rowing, tennis, and track and field in the spring. Athletic competition for women is available in cross country, field hockey, rowing, soccer, tennis, and volleyball in the fall; basketball, swimming, and track in the winter; and lacrosse, rowing, softball, tennis, and track and field in the spring. Riding competition for men and women is available throughout the year.



Practices are usually scheduled after 3:30 p.m., Monday through Friday (except for rowing and swimming which often have early morning workouts), and last approximately two hours.

Students are encouraged to participate in the athletic program as players, trainers, managers, scorers, timers, or statisticians. Each position plays an integral role in the success of Mary Washington's athletic teams.

Conference, regional, and national tournaments climax most of the teams' seasons. Participants are also honored at an annual sports award banquet.

New students interested in trying out for varsity teams are encouraged to contact coaches for try-out dates and requirements prior to arriving on campus. Candidates for teams must register for the varsity sport during course registration.

Results of all contests are available 24 hours/day by dialing the Sports Information Hotline: 654-1UMW (1869)

Sport Clubs

The Eagle sport club program gives students the opportunity to engage in intercollegiate competition on the local, regional, and national levels in the sports they enjoy. The program offers more structure and commitment than intramural sports events, but allows the student-athlete to dedicate less time than with intercollegiate varsity teams. UMW currently has the following active sport clubs:

Baseball	Fencing	Terrapins (synchronized swimming)
Boxing	Men's rugby	Women's basketball
Cheerleading	Men's soccer	Women's rugby
Color guard	Men's ultimate Frisbee	Women's soccer
Cycling	Tennis	Women's ultimate Frisbee

Performing Groups

The **Mary Washington-Community Symphony Orchestra**, a large instrumental organization composed of faculty, students, and community participants, presents four concerts each year.

The **Mary Washington Jazz Ensemble**, a big band composed of only University performers, presents two concerts each year and anchors the University of Mary Washington Jazz Festival.

The **Wind and Percussion Ensemble**, a large instrumental organization composed of faculty, students, and community participants, presents four to eight concerts each year.

The **Mary Washington Chorus**, a large vocal group composed of only University treble singers, presents two concerts each year and participates in two combined choral programs.

The **Instrumental Ensembles**, small instrumental groups composed of only University instrumentalists, perform twice to several times a year.

The **Fredericksburg Singers**, a mixed-voice large choir composed of faculty, students, and community participants, presents two concerts each year and participates in two combined choral programs.

The **Mary Washington Show Choir (Encore)**, a dance-vocal group composed of only University performers, presents two concerts each year and participates in two combined choral programs.

The **Women's Chamber Choir**, a small vocal group composed of only University treble singers, presents two concerts each year and participates in two combined choral programs.

Publications/Radio

Student Media Council

The Student Media Council, established by the Board of Visitors, provides a forum for discussing issues of interest that affect student media at Mary Washington and plays an active role in helping its members and the broader campus community to understand the role of the student media and the importance of guaranteeing freedom of expression.

The Student Media Council (SMC) consists of full standing and affiliate members who have a one-year term beginning with the first meeting of the spring semester following leadership weekend. The student-at-large Chair is elected annually in the spring at the same time as the SGA Executive Cabinet. The SMC meets monthly Sept.-Nov. and Feb.-Apr. and at other times as deemed necessary by the Chair. Meetings are open to the University community.

The Aubade

The Aubade, campus literary and arts magazine, is published annually to showcase the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems, and graphics by Mary Washington students and faculty.

The Battlefield

The University yearbook, *The Battlefield*, captures the student year in words and pictures. It is published by students and contains pictures of the administration, faculty, and students, as well as the clubs and other activities that make up student life.



The Bullet

The Bullet, campus newspaper, is published weekly. It features pictures and articles about events and important issues, editorials, and letters to the editor.

The Polemic

The Polemic is Mary Washington's student-run journal of opinion on current political, social, and environmental issues. *The Polemic* accepts articles written by students, faculty and staff of Mary Washington, as well as residents of Fredericksburg. All opinions are considered equally.

WMWC

WMWC, the student-operated radio station, webcasts at wmwc.umw.edu.

Inter-Honorary Association

Alpha Phi Sigma

Purpose: to encourage learning and community service, as well as to recognize high scholastic achievement.

Requirement: BA/BS students with a 3.25 average and 60 semester hours.

Advisor: Professor Rosemary Barra

Alpha Psi Omega

Purpose: to encourage excellence in theatre scholarship and production, as well as to recognize outstanding achievements in collegiate theatre.

Requirements: a 3.0 average or better, 3.5 in theatre, significant contributions to theatre production at the University, election to membership.

Advisor: Professor Gregg Stull

Alpha Sigma Lambda

Purpose: to provide an association for BLS (Bachelor of Liberal Studies) students who have demonstrated academic excellence at University of Mary Washington.

Requirements:

- a) regularly admitted students who have completed a minimum of 30 semester hours in regular credit courses (no transfer credits included) and who have not been awarded any baccalaureate degree.
- b) the 30 semester hours shall include at least 15 semester hours outside the student's major field. These 15 hours should consist of credits in the liberal arts/sciences, and no applied arts or applied science courses can be included.
- c) must have been in attendance at Mary Washington for a minimum of 4 semesters.
- d) must rank in the highest 10 percent of all those students who satisfy the requirements enumerated in a), b), and c) above; provided, however, that on a 4.0 scale, the minimum GPA shall not fall below 3.2.

Advisor: Mr. Michael L. Howard

Athletic Honor Roll

Purpose: to recognize University of Mary Washington student athletes and varsity teams for academic excellence.

Requirements: to be listed on the fall or spring Athletic Honor Roll, a student athlete must achieve a 3.0 or better semester GPA. Varsity teams are listed in order of highest to lowest combined GPA at the end of the academic year.

Advisor: Mr. Clint Often

Chi Beta Phi – National Scientific Honorary

Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.

Requirement: declared major in biology, chemistry, computer science, environmental science, geology, mathematics, or physics, with a 3.5 average (or 3.25 with faculty recommendation) in at least 20 semester hours of math and science at Mary Washington, and a 3.25 overall GPA.

Advisor: Professor Deborah Zies

Eta Sigma Phi – Beta Nu Chapter—National Classics Honorary Fraternity

Purpose: to develop and promote interest in classical study.

Requirements: current enrollment in a classical language at the level of 202 or above or current enrollment in a classical language at any level with the previous completion of a classical language course at the level of 202 or above; previous completion of at least one classical language course and at least two additional courses that can be counted towards a classics major; and a 3.5 average in all courses that can be counted toward a classics major.

Advisor: Professor Liane R. Houghtalin

***Gamma Theta Upsilon (Int'l Geography Honorary)***

Purpose: to advance the status of geography both as an academic discipline and as a profession, and to recognize and encourage scholarship in this field.

Requirement: minimum 15 hours geography, with at least 3.25 in major and 3.0 overall.

Advisor: Professor Dawn S. Bowen

Kappa Delta Pi-Nu Xi Chapter

Purpose: to promote the discipline of education through recognition of honor students who plan to teach.

Requirement: junior standing with a 3.0 average seeking Collegiate Professional Licensure.

Chapter Counselor: Professor Thomas D. Fallace

Lambda Iota Tau-National Honorary Fraternity

Purpose: to recognize and promote interest in literary achievement.

Requirement: membership offered to juniors or seniors with at least 18 credit hours of literature with a 3.5 average in the major (200 or above) and a 2.8 average overall.

Advisor: Professor Teresa A. Kennedy

Mortar Board-Senior Honor Society (Cap and Gown Chapter)

Purpose: to recognize and encourage scholarship and leadership, to provide service, to emphasize the advancement of the status of students, and to support the ideals of the University.

Requirement: senior, 3.0 overall average, election.

Advisor: Professor Jose Angel Sainz

Mu Phi Epsilon – National Honorary Music Fraternity

Purpose: to promote musicianship, scholarship, and a true bond of friendship.

Requirement: a 3.0 average or better in music, a 2.0 overall average, and election.

Advisor: Professor David J. Long

National Society of Collegiate Scholars

Purpose: to recognize academic excellence at Mary Washington, and to promote scholarship, leadership, and service.

Requirements: nominees must be undergraduates who have completed 12 to 59 credit hours at Mary Washington, and earned a cumulative GPA of 3.40 or higher.

Advisor: Dr. Raymond S. Tuttle

Omicron Delta Epsilon – National Economics Honorary Society

Purpose: to recognize and promote academic achievement in the study of economics.

Requirement: a minimum 3.25 average in at least 12 hours of economics and minimum 3.0 average overall, and ranking in the top one-third of the class.

Advisor: Professor Robert S. Rycroft

Phi Alpha Theta – National History Honorary Society

Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average, 3.2 average in history.

Advisor: Professor William B. Crawley, Jr.

Phi Beta Kappa

Purpose: Phi Beta Kappa is a national society, over 232 years old, that recognizes the achievement of humane learning by students at the University. Its Greek motto translated signifies, "Love of wisdom, the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971, and each year it initiates a select group of junior and senior students.

Contact: Professor Robert S. Rycroft

Phi Sigma Iota – National Honorary Modern Foreign Language Fraternity

Purpose: to recognize high scholastic achievement in foreign language study.

Requirement: students must have an overall GPA of 2.8 and a cumulative 3.3 in language courses above the intermediate. In addition they must have completed at least 9 credits above 200 level; excluding French 311-312, German 393 and Spanish 317-318; and be currently enrolled in a 300-level course or higher.

Advisor: Professor Maria Isabel Martinez-Mira

**Pi Gamma Mu – National Social Science Honorary Society**

Purpose: to improve scholarship in the social studies, to inspire social service to humanity, and to promote mutual understanding among all people.

Requirements: a junior/senior in the upper 35% of the class, with at least 20 semester hours in social science and an average grade therein of "B" or better.

Advisor: Professor Bradley A. Hansen

Pi Mu Epsilon (Mathematics Honorary)

Purpose: to promote scholarly activity in mathematics among students.

Requirement: a junior mathematics major must have an average GPA of at least 3.5 in the major and a 3.0 overall GPA. A senior mathematics major must have an average of at least a 3.2 GPA in the major and 3.0 overall.

Advisor: Professor Suzanne Sumner

Pi Sigma Alpha

Purpose: to recognize scholastic standing as well as stimulate scholarship and intelligent interest in the subjects of political science, international relations, public administration, and government. Pi Sigma Alpha is to be more than devoted solely to the election of honor students; it is encouraged to be a working organization throughout the academic year. It is to function as a significant part of the political science department in the promotion of worthwhile co-curricular activities related to public affairs.

Requirements: juniors and seniors who have successfully completed 12 upper-level semester hours of work in political science, international relations, public administration, or government courses; maintenance of at least a 3.25 overall GPA, and at least a 3.25 GPA in the 12 or more upper-level semester hours in the major.

Advisor: Professor Rosalyn L. Cooperman

Psi Chi – National Society in Psychology

Purpose: to advance the science of psychology; to encourage, stimulate, and maintain the scholarship of the individual members in all fields, especially in psychology.

Requirements: currently enrolled, BS or BLS psychology majors who have GPAs of at least 3.20 overall, and 3.30 in all graded Mary Washington psychology courses, and who have completed at least 15 hours of psychology courses, including PSYC 100, General Psychology.

Advisor: Professor Mindy J. Erchull

Sigma Beta Delta – National Honor Society for Business, Management, and Administration

Purpose: to provide the opportunity for scholarship recognition in degree granting programs in Business Administration.

Requirements: must be a full-time junior or senior ranking in upper 10% of graduating class.

Advisor: Professor Galen F. deGraff

Sigma Pi Sigma

Purpose: This is the honorary section of the Society for Physics Students (SPS).

Requirements: must have a GPA of 3.0 overall and 3.5 in the physics major in order to be inducted.

Advisor: Professor Bulent I. Atalay

Upsilon Pi Epsilon – Theta Chapter – International Honor Society for the Computing Sciences

Purpose: to recognize academic excellence at both the undergraduate and graduate levels in the computing sciences.

Requirements: a declared major in computer science, at least 72 semester hours completed, with 15 semester hours in computer science, a GPA of at least 3.25 in computer science and 3.0 overall. Graduates, who at the time of completion of degree requirements in computer science satisfied the GPA and class rank requirements, shall also be eligible for election to membership in this Society. Students and graduates who do not qualify under these provisions, but whose achievements in and contributions to the computer and information science field qualify them, in the view of the membership committee, shall also be eligible for election to membership.

Advisor: Professor Jennifer A. Polack

Who's Who Among Students in American Universities and Colleges

Purpose: to recognize individual excellence in scholarship, leadership, and service.

Requirements: juniors and seniors who have good academic standing, co-curricular involvement, and community service that is above average.

Nominating Committee Chair: Mr. Cedric B. Rucker

Foreword

This *Handbook* has been prepared so that University of Mary Washington students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the University and what the University may rightfully expect from the student. No publication can anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the *Handbook*. Each student is responsible for becoming thoroughly familiar with its content, and the University will assume that this responsibility has been met and that all students have been informed of policies and regulations.

Policies noted in this *Handbook* are intended to be in effect for the entire year; however, the University of Mary Washington reserves the right to revise existing policies or implement new policies if necessary. Interpretation of matters in this *Handbook* is the responsibility of the Vice President for Student Affairs and the President of the Student Government Association. The President of the University has final authority regarding interpretation.

University of Mary Washington Mission Statement

The University of Mary Washington is committed to being a premier public institution of higher education, cultivating an environment of academic excellence, fostering lifelong learning, pursuing knowledge, and providing service to its constituent communities. The University provides the framework within which multiple colleges, schools, and affiliated organizations can accomplish their distinctive purposes. The University will be responsive to the changing needs of the student populations and the communities in which they thrive. All members of the University community – students, faculty, and staff – are expected to participate in service to the institution and encouraged to engage in service to the larger community and to society.

The University's undergraduate residential college of arts and sciences, Mary Washington College on the Fredericksburg campus, emphasizes excellence in liberal learning through freedom of inquiry, personal responsibility, and intellectual integrity. Instructional and experiential programs provide students a strong general education, an understanding of their responsibilities as citizens in the broader, diverse community, and the skills necessary for creative and productive lives. To achieve these goals, the College requires its undergraduates to pursue broad studies in the arts, the humanities, and the sciences as a necessary supplement to a concentration in a particular field. The College regards the provision of high-quality instruction as its most important function. Through an active and professionally engaged faculty, the College supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research.

The University's College of Graduate and Professional Studies on the Stafford campus supports lifelong learning, professional advancement, and regional economic development by providing accessible, quality education tailored to the needs of adult learners, professionals, and members of the business community. The College values integrity, open-mindedness, and fairness and has excellence in teaching as its highest priority. The faculty actively participate in the applied, intellectual, and scholarly developments of their academic disciplines and emphasize the integration of theory and practice in the classroom.

How the University Operates

Board of Visitors

The University of Mary Washington is a public corporation that by statute is governed by the Board of Visitors, one member of which is elected every two years to serve as Rector. Composed of 12 members appointed by the Governor of Virginia, the Board is empowered to accomplish the University mission and to promote the general welfare of the institution. Some of the specific responsibilities of the Board of Visitors include appointing the President, determining institutional policies, setting faculty salaries, fixing tuition and fees, awarding degrees, and approving changes to the Honor System and the curriculum.

The appointment of the Board of Visitors is set forth by the Code of Virginia, which requires that Board appointments be confirmed by the General Assembly. In addition, at least six members of the Board must be alumni of the University, and no more than three may be nonresidents of Virginia. Each member serves a term of four years and may be eligible for reappointment to one successive term.

Administration

The University of Mary Washington, like all educational institutions, is an amalgam of programs and services that blend to make an academic community. This community is directed by the President, who is the chief executive, administrative, and academic officer of the University.

Appointed by and responsible to the Board of Visitors, the President administers the policies of the Board and recommends for its adoption policies and programs that promote the interests of the University. The President is charged with exercising the necessary general authority and control over the institution's assets, affairs, and programs to ensure conformity of the University's operation with established policies. In addition, the President is responsible for the regulations of the various aspects of student life at the University, including student discipline.

The administrative officials and faculty are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the overall administration of the University, he has delegated to the senior level administrative officers authority to administer various functions and operations of the University.

How To Get An Answer To Your Question

Area Code/Prefix: 540/654-

Questions About	Contact/Office	Office Location	Extension
AA/EEO	Assistant Vice President for Human Resources and Affirmative Action Officer	Fairfax House	1046 TTY 1104
Absence From Class	Academic Services	203 G.W. Hall	1010
Academic Policies/ Exceptions	Academic Services	203 G.W. Hall	1010
Academic Record	Registrar	215 G.W. Hall	1063
Accidents	University Police or P. Thomas Riley, M.D., Health Center	Brent House Mercer Hall, 1st Floor	1025 1040 TTY 1103
Address Changes	Registrar	215 G.W. Hall	1063
Admissions	Dean of Admissions	Trinkle Foyer	2000 TTY 1105
Athletics	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	1039
Audio-Visual Equipment Academic Project/Class Non-Academic Event	IT Help Desk Dodd Auditorium	G.W., Lower Level G.W. Hall	2255 1235
Bachelor of Liberal Studies		310 duPont Hall	1120
Bills	Student Accounts	111 G.W. Hall	1250/1289
Books	Bookstore	G.W. Hall Annex	1017
Campus Employment	Debra J. Harber, Associate Dean for Financial Aid	Annex B	2468
Campus Recreation	Mark Mermelstein, Director	Fitness Center	1187
CAPS (Counseling and Psychological Services)	Barbara J. Wagar, Assoc. VP Counseling and Psychological Services	Mercer Hall, 3rd Floor	1053 TTY 1949
Career Services	Gary F. Johnson, Director of Career Services	305 G.W. Hall	1022
Club Activities	Student Activities	Seacobeck Hall	1061
Community Outreach and Resources Center (C.O.A.R.)	Associate Director of Student Activities and Community Services	Seacobeck Hall	1122
Copy Services	Copy Center	Seacobeck Hall	1935
Crime/Crime Prevention	University Police	Brent House	1025
Dean of Student Life	Cedric Rucker	Marye House	1200
Declaration to Continue	Student Accounts	111 G.W. Hall	1289
Declaring a Major	Academic Services	203 G.W. Hall	1010
Dining	General Manager	Seacobeck Hall	1029
Disabilities	Stephanie Smith, Director Disability Services	203 G.W. Hall	1266
Drop/Add and Other Course Changes	Judy Ginter, Registrar	215 G.W. Hall	1063
EagleOne Card	EagleOne Center	Woodard C.C.	1005
Emergency Management & Planning	Public Safety	Brent House	1097
Facility Scheduling	Public Safety and Community Services	Brent House	1097

Fax Services	Copy Center	Seacobeck Hall	1935
Fees	Student Accounts	111 G.W. Hall	1250/1289
Financial Aid	Debra J. Harber, Associate Dean for Financial Aid	Annex B	2468
Fire Safety	Institutional Fire Marshal		2108
Fitness Center	Bob Liebau, Assoc. Director Campus Recreation	Fitness Center	1732
Grade Reports	Registrar	215 G.W. Hall	1063
Graduate and Professional Studies	Meta R. Braymer VP for Graduate and Professional Studies and Dean of the CGPS Faculty	College of Graduate and Professional Studies	286-8000
Help Desk (computers)	Help Desk	Basement 27, G.W. Hall	2255
Honor Council	Quincey Garcia, President	205 Mercer Hall	1144
Housing and Room Assignments	Residence Life	Marye Hall	1058
Illness	Health Center	Mercer Hall, 1st Floor	1040
Information HOTLINE	(for University activities and weather-related closings)		2424
Information, Student Numbers	Information Desk	Woodard Campus Center	1121
Information, General	University Switchboard		1000
Insurance	Health Center	Mercer Hall, 1st Floor	1040
Internships	Career Services	305 G.W. Hall	1271
Interviews/Recruiters	Career Services	305 G.W. Hall	1022
Intercollegiate Sports	Edward H. Hegmann, II, Director of Athletics	106A Goolrick Hall	1039
International Students	International Academic Services	203 G.W. Hall	1870
James Farmer Multicultural Center	Shaunna Payne, Acting Director	Tan Room, Woodard	1044
James Farmer Scholars	Leah Cox, Director	101 Monroe Hall	1512
Judicial Affairs/ Student Discipline	Raymond Tuttle, Director Judicial Affairs & Community Responsibility	Marye House	1660
Judicial Review Board	Nicolas Perilla, President	204 Mercer Hall	1142
Leave of Absence	Registrar	217 G.W. Hall	1063
Library (Simpson Library)	LeRoy S. Strohl, III Library Director	200 Simpson Library	1125 (Press "0")
Lost and Found	University Police	Brent House	1025
Mail	University Post Office	Woodard C.C.	1049
Maintenance Problems Emergency only (after hours)	Asst. Director/Head Resident University Police	Individual Halls	1025
Majors	Academic Services	203 G.W. Hall	1010
Meal Plans	Student Accounts	111 G.W. Hall	1250/1289
News Releases/ Media Relations	Director News & Public Information	Centre Court (off campus)	1055
Parking (permits or tickets)	University Police	Brent House	1025
Personal Problems	Counseling and Psychological Services (CAPS)	Mercer Hall, 3rd Floor	1053 TTY 1949
Police EMERGENCY	Off-campus or cell		4444

Police, Non-emergency			1025
Public Speaking	Esther Yook, Director Speaking Center	101 Combs Hall	1347
Recreation and Intramurals	Mark Mermelstein, Director, Campus Recreation	Fitness Center	1126
Recycling	Joni Wilson, Recycling Program Manager	Facilities Services	2089
Registration	Registrar	215 G.W. Hall	1063
Religious Ministries	Baptist Student Union (Rev. Susan Blanchard) Campus Christian Community (Pastor Azzarito) Catholic Student Assn. (Father Ron Escalante) Fellowship of Christian Athletes (Bob Liebau) Hillel (Jewish culture) (Marsha Zaidman) Intervarsity Christian Fellowship Islamic Student Assn. (Dr. Mehdi Aminrazavi)		371-3970 373-9255 373-6746 1874 1319 1341
Research Assistance	Reference Librarian	Library Office	1148
Residence Life	Central Office	Marye House	1058
Resumes	Career Services	305 G.W. Hall	1022
Sexual Assault Services	Residence Life staff, University Police Counseling and Psychological Services Health Center Rappahannock Council Against Sexual Assault		1025 1053 1040 371-1666
Speaking Center	Director	107 Combs Hall	1166
Sports Information Hotline		106B Goolrick Hall	1869(1UMW)
Student Conduct Hearing Board		Marye House	1660
Student Discipline/ Judicial Affairs	Raymond Tuttle, Director Judicial Affairs & Community Responsibility	Marye House	1660
Student Government Association	Sean O'Brien, President	Seacobeck Hall	1150
Student Activities and Community Services	Joe Mollo, Director	Seacobeck Hall	1061
Student Life	Cedric Rucker, Dean	Marye House	1200
Student Transition Program	Asst. Dean Academic Services	203 G.W. Hall	1010
Study Skills Workshop	Academic Services	203 G.W. Hall	1010
Studying Abroad	International Academic Services	203 G.W. Hall	1870
Substance Abuse Services Information	Counseling and Psychological Services (CAPS)	Mercer Hall, 3rd Floor	1053
Summer Session	Registrar	215 G.W. Hall	1063
Telephone/Cable Television	Help Desk	Basement 27, G. W. Hall	2255
Testing (CLEP, PRAXIS, etc.)	College for Graduate and Professional Studies		286-8015
Transcripts	Registrar	215 G.W. Hall	1063
Transfer Credits	Registrar	215 G.W. Hall	1063
Tutoring	Academic Services	203 G.W. Hall	1010
Volunteering	C.O.A.R.	Seacobeck Hall	1122
Wellness Programs/ Peer Education	Health Center/CAPS	Mercer Hall, 3rd Floor	1053
Withdrawal from the University	Registrar Student Accounts	215 G.W. Hall 111 G.W. Hall	1063 1289
Writing Center	Jane Gatewood, Director	107-A Trinkle Hall	1036

University Services

Academic Services

The Office of Academic Services offers a variety of academic support services for Mary Washington B.A./B.S./BLS students. Disability Services, academic advising, and assistance for students of color complement this general academic support. Students with either **general** questions about degree requirements and academic regulations or with **individually specific** questions – about academic programs, advising, major declaration, incompletes, tutoring, study skills workshops, and any special academic circumstances – should consult their faculty advisors and the staff of Academic Services. Exceptions to all academic regulations and deadlines are made through this office. The *Dictionary of Academic Regulations*, an annual compendium of academic policies and procedures, is available to all students online and in GW 203. For further information, please contact the Office of Academic Services (540/654-1010).

Advisory Council on Diversity and Community Values

The Council's mission is to sustain and enhance an atmosphere which promotes acceptance of people who differ from each other in any way. While no institution can "legislate" tolerance and acceptance, it is possible to make it very clear that anything less than equal and fair treatment of all individuals is simply unacceptable. The University of Mary Washington is committed to providing an environment in which all people are treated equally so that the best in each of us can be nourished and allowed to thrive.

Mission Statement: The Council's mission is to foster a learning and work environment in which diversity, fairness, respect, and personal and institutional integrity are valued; to lend financial assistance to projects and events that support inclusiveness, tolerance, and an awareness of community values on campus; and to invite input from the University community on how these goals can be reached, and on issues and initiatives that impact the recruitment and retention of people of color.

Membership: The Council meets regularly during the academic year and invites all members of the campus community to participate in its open discussion forums. The Council is advisory in nature and composed of University administrators, faculty, and staff. The Council will recommend to the President annually, or as appropriate, possible courses of action.

The Council is provided a budget each year to fund activities which promote and support its mission. Various campus organizations, groups and/or individuals may apply for funding in the fall and spring semesters of each academic year. There are several administrative offices on campus which provide resources to students. These offices include: Residence Life, Student Life, Student Affairs, University Police, Counseling and Psychological Services (CAPS), Human Resources (AAEEO), and the Health Center. Information on these and other resources can be found elsewhere in this *Handbook*.

Banking

There is an ATM machine operated by the Virginia Credit Union (VACU) in the Woodard Campus Center. In addition, there are a number of local bank branches within walking distance of the University.

Bookstore Accepted Here

Maintaining an extraordinary inventory of used textbooks and obtaining the best possible pricing, the University Bookstore staff makes available course materials for all academic programs at UMW. Available trade books include UMW faculty and alumni works, best sellers, faculty-recommended titles, and books about Fredericksburg's and the University's rich histories. If a book that you want is not in stock, the Bookstore will special order available titles upon request. The Bookstore website offers computer systems that meet UMW system specifications. Visit the Bookstore to find discounted software, spirit clothing, UMW memorabilia, insignia, gifts, greeting cards, snacks, and other convenience items. Let the knowledgeable team help you with special event needs, including graduation regalia, announcements, gifts, and diploma frames.

Regular operating hours are 8 a.m.-7 p.m., Monday through Thursday; 8 a.m.-5 p.m. on Friday, and 10 a.m.-4 p.m. on Saturday. The University Bookstore offers extended hours of operation at the beginning of each semester and for other special events. Shop or seek further information any time at www.umw.edu/bookstore.

The University Bookstore is owned and operated by the University of Mary Washington. Bookstore profits are used to support student activities and student quality of life at UMW.

Campus Center (Woodard Campus Center)

The Woodard Campus Center is a focus of daily student life at the University. The "Wash Room" with pool tables, air hockey, foosball and internet stations, along with the post office, student mailboxes, the Eagle's Nest food court, the EagleOne Card Center, and the commuting





students' lockers all generate a constant flow of students. Musicians, comedians, and other entertainers perform in both the Eagle's Nest, and at dances/parties in the Great Hall.

The Office of Student Activities and Community Service (OSACS) is located in Seacobeck Hall, 654-1061. Student organizations use this office to coordinate the use of University facilities and arrange logistics for activities.

Campus Recreation

UMW Campus Recreation supports the overall mission of the University and the Division of Student Affairs by providing all members of the University community with opportunities to acquire lifelong leadership, fitness, and leisure skills to complement the pursuit of intellectual and interpersonal skills through a comprehensive recreation, sports, and fitness program. Students have the opportunity to develop these specific skills as participants in recreation programs by taking on roles as staff members in the Fitness Center and the IM Sports Program, leading group fitness classes, and helping to administer one of the UMW Sport Clubs.

Career Services

The Office of Career Services, located in George Washington Hall, coordinates a comprehensive program of workshops and activities designed to assist students as they choose their majors, develop their career plans, and seek employment. Included are:

- E-Recruiting: Internet-based program listing jobs and internships, on-campus interviews and resume referrals.
- Individual career counseling: assist students individually with choosing a major, determining which career(s) to pursue, conducting a job search, pursuing graduate school, and other career-related issues.
- Computerized self-assessment and occupational information system (FOCUS).
- Career Resource Center:
 - occupational information on a wide variety of career fields
 - informational interview database which lists alumni, by career field, who are willing to discuss their occupations/graduate school experience
 - resources for job search assistance, i.e., resume and cover-letter writing; interviewing strategies
 - federal government information
 - graduate school information including financial assistance
- Academic Internship Program: a graded, credit-bearing work program for qualified students. (Freshmen and sophomores can do internships, but not for academic credit.)
- Workshops such as "Resume Writing," "Interviewing Skills," "Graduate School," and "Choosing a Major."
- Videotaped mock interviews with employers.
- Alumni/Student networking reception.
- Career Search: a computer software program that lists more than 3,000,000 organizations by industry, size, and geographic location (also lists contact names for specific departments to target resumes). Available through all on-campus computers.
- Externship Program: one to five-day "shadowing" experience with a professional.
- Credential file service: students and alumni can set up files which include letters of recommendation and unofficial transcripts to be sent to prospective employers and graduate schools.
- Employer Fair: a day-long program featuring representatives from business, government, and the non-profit sector who will discuss career options within their organizations.
- Career Day: program bringing employers and alumni on campus to talk with students individually and in small groups about their career fields.

For more information call 654-1022 or visit www.umw.edu/careerservices.

College of Graduate and Professional Studies

The University's College of Graduate and Professional Studies (CGPS) is located on the Stafford campus and offers degree, certificate, and non-credit programs for working adults in the region. Academic programs include an undergraduate degree completion option—the Bachelor of Professional Studies—along with several graduate degrees: the Master of Business Administration (MBA), the Master of Science in Management Information Systems (MSMIS), the MBA-MSMIS Dual Degree, and the Master of Education. The College also hosts the Commonwealth Graduate Engineering Program through interactive distance-learning technologies.

CGPS allows individuals to pursue degree programs on a part-time basis, with classes generally scheduled in the evenings, on weekends, and in online formats. In addition, the College provides opportunities for students on the Fredericksburg campus to pursue graduate work on the Stafford campus. Such opportunities are available to those with fewer than 18 credit hours remaining in their undergraduate programs.

The College also offers customized programs for area businesses through the Center for Leadership, Technology, and Professional Development. The primary purpose of the Center is to provide the region's business and professional community with high quality programs and services designed to enhance individual performance and organizational effectiveness. The Center's areas of expertise include: management and professional development programs; organizational improvement services; the Technology Learning Academy; and, meeting/conference planning and management services.

As one of the largest National Testing Program sites in Virginia, CGPS administers College Level Examination Program (CLEP) tests, the PRAXIS Series, the Graduate Record Exam (GRE) Subject Test, the ACT, and the Law School Admission Test (LSAT). CGPS also hosts the Rappahannock Region Small Business Development Center.

CGPS is located on Route 17, three miles west of Interstate 95, exit 133. For more information about CGPS offerings, individuals may call 540/286-8000 (toll-free 888/692-4968) or send an email to cgps@umw.edu.

Community Outreach and Resources (COAR)

COAR provides opportunities for an active exchange of service and learning through community involvement. With COAR councils offering opportunities for students to work with environmental agencies, animal shelters, and with people of all ages, ethnicities, backgrounds, and abilities, COAR prepares students for lives as active citizens and lifelong learners. COAR also offers opportunities to engage in community service on campus through programs such as Make-A-Difference Day, holiday gift drives, alternative fall and spring break trips, and other events.

Students who work on COAR staff assist the faculty in integrating service-learning into the curriculum by facilitating academic service placements in the community.

If you are interested in community involvement and leadership, please visit COAR, located downstairs from the Washington Diner entrance of Seacobeck Hall, or visit www.umw.edu/osacs/ volunteer.

Commuting Student Services

Commuting students are valued members of the University family, and they represent UMW to the local community. As such, commuters are asked to be considerate and aware of how their behavior and lifestyle can impact their neighbors. UMW students have a positive tradition of service and involvement in the local community, and we encourage commuters to uphold that tradition.

Lockers: Lockers are available, free of charge, in the Woodard Campus Center for commuting students. Locker assignments can be requested from the Information Desk, Woodard Campus Center. Priority is given to full-time degree-seeking students.

Severe Weather: In the event of severe weather, commuting students may contact the Residence Life office to arrange for temporary overnight housing.

The Wash Room: Located across from the WMWC Radio Station in the Woodard Campus Center, is a great space for relaxing between classes. It is equipped with wireless network access, email terminals, comfortable sofas and chairs, large screen high definition plasma televisions, pool tables, and a ping pong table. The Eagle's Nest food court is right across the hall.

Health Center: Full-time commuter students may obtain Health Center privileges by paying a fee each semester through the office of Student Accounts.

Counseling and Psychological Services: Psychological services are free to all full-time, degree-seeking students.

Meal Plans: Commuters are eligible for a special 5-meal plan in addition to any of the traditional meal plans. Meal plans can be arranged through the office of Student Accounts.

Copy Center Services Accepted Here

General Information

The University Copy Center is located in the basement of Seacobeck Hall and is open M-Th, 8 a.m.-7 p.m.; Fri., 8 a.m.-5 p.m.

Contact info...

Phone - 654-1935; Fax - 654-2005

Email - copies@umw.edu; website - www.umw.edu/copies

Services

- Black & White Copying
- Color Copying
- Fax Service (incoming/outgoing)
- Laminating, Transparencies, Binding Service, Shredding
- Personalized stationery, digital photo processing, wide variety of paper choices



Payment Methods

Students may pay with EagleOne dollars, cash or check. If students have an account number through a University club or department, it also may be used for payment.

Public Copiers (EagleOne and Coin-Operated)

Coin-operated copiers are located in three areas.

- Simpson Library (two)
- Combs Hall Lobby
- Trinkle Hall, outside the Writing Center (EagleOne only)

Counseling and Psychological Services (CAPS)

CAPS is staffed by licensed clinical psychologists who are experienced in helping students deal with personal problems, adjustment difficulties and the complex challenges which young adults often face during their college years. These issues may range from the many expected changes that accompany college life, to more serious concerns such as depression, anxiety, grief, sexual assault, or family issues. Whatever the nature of the concern, the CAPS staff can help students prevent and resolve problems, as well as function more effectively in their personal, social and academic activities.

The staff provides individual evaluation, short-term individual and group therapy, consultation, crisis intervention, and, when appropriate, referral to other local mental health resources. Campus outreach, educational programs, workshops, and staff training are also provided. CAPS maintains an extensive website and a self-help library for student use. Materials cover a variety of mental health and wellness topics including grief, substance abuse, eating disorders, gay/lesbian/bisexual issues, self-esteem, and family relationships. There are also self-screening materials available on the website, www.umw.edu/cas/psychservices.

CAPS services are free to all full-time degree-seeking UMW (College of Arts and Sciences) students. Part-time students who would like help in locating a referral to community resources and services may also set up a consultation appointment. Services are confidential and are provided in accordance with professional, legal, and ethical guidelines. To make an appointment, visit CAPS in Mercer Hall (3rd floor) or call 654-1053, or TTY 654-1949, Monday through Friday, 8 a.m. to 5 p.m.

Dining Services Accepted Here

Dining Services at the University of Mary Washington offers quality, variety, and flexibility. Each of Seacobeck's restaurants offers a different ambience and style of food. The Eagle's Nest in Woodard Campus Center is a food court with an array of specialty food stands. The Nest hosts late night events with beer and wine service, and it also provides pizza delivery to student residence halls and apartments. For students on the go, and as weather permits, the Eagle Express Cart operates on Campus Walk in front of George Washington Hall. The Cart is a great source of fresh and wholesome "fast food" – much of it organic.

Meal plans are offered to meet varying needs, including the 15-meal plan, 9-meal "unlimited" plan, 9-meal plan, and the "Super" meal plan which offers an unlimited number of meals per week at the Restaurants at Seacobeck. The Super meal plan is recommended for student athletes. Special meal plans are offered to commuting students and residents of The Apartments. Freshmen may choose between the Super and the 15-meal plan.

Each plan is designed so students may enjoy all their meals in the Restaurants at Seacobeck. Meal allowance credits are associated with each plan and may be used at the Eagle's Nest.

All of the meal plans also include a prepaid declining balance account – "flex" credits. The amount of "flex" credits varies with each meal plan. "Flex" credits may be used to pay the balance of purchases that exceed meal allowance, or for an entire meal. "Flex" may also be applied toward catered events offered by Dining Services.

The menus at Seacobeck Hall are extensive and varied. Vegan and vegetarian offerings are available at every meal and are labeled to assist guests in making menu selections. There also are many "made to order" stations where students may select ingredients for stir-fried Asian and pasta dishes. For information about weekly menus, students may visit www.umwdining.com.

Restricted diets: The Dining Services staff makes every effort to accommodate students with special dietary needs. Gluten-free options are offered at every meal in Seacobeck Hall. Students with special dietary needs should contact the General Manager (GM) at 654-2230, or visit that office in Seacobeck Hall. The GM and the chef will be pleased to help address each student's specific dietary concerns.

Students wanting more information about meal plans or dining services are encouraged to contact the Director of Operations at 654-2233. Students wanting to use the catering services should call the Catering Department at 654-1930, or visit www.umwcatering.com.

Comments and suggestions are always welcome and appreciated. Dining Services hopes you will address any immediate concerns directly to one of the food service managers in the dining facilities. If you prefer to submit written comments, you may use the comment cards provided at each dining location, or post your suggestion online on the wall of the Facebook group "UMW Dining."

Dining Hall Rules

1. A University of Mary Washington EagleOne card must be presented for admission to the Restaurants at Seacobeck. Each student must have an EagleOne card. Damaged or altered cards will not be accepted. Report lost cards to the EagleOne Center, lower level of Woodard Campus Center.
2. Improper use of an EagleOne card in Dining Services, i.e., transferring, loaning or using another person's EagleOne card, is a violation of the Honor Code.
3. Food served in the Restaurants at Seacobeck is to be consumed in the dining area(s). Transporting food out of Seacobeck in secondary containers (plates, cups, bowls, and glasses) is not permitted. No utensils, serving dishes, or any other equipment may be removed from Seacobeck without permission of the management. For guests experiencing scheduling difficulties, take-out containers may be obtained at the cashier's stand; however, take-out containers are not available to those on the "Super" meal plan.
4. Seconds will be permitted except on premium meals.
5. Shoes and shirts must be worn at all times.
6. Seacobeck will be open ONLY during eating hours. The Dining Hall will close one-half hour after the last serving line closes.
7. No guest will be permitted to eat unless proper payment has been made or a valid EagleOne Card has been presented. Abuse of guest privileges will result in immediate disciplinary action.
8. Malicious mischief and destructive conduct may result in the loss of Dining Hall privileges. Food throwing and other such behavior are representative of improper conduct (i.e., food fights; pyramids) and will be referred to the judicial system.



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HOURS OF SEACOBEC DINING HALL

MONDAY - FRIDAY	Washington Diner	Breakfast	7:15-9:30 a.m.
		Continental	9:30-10:30 a.m.
		Lunch	10:30 a.m.-4 p.m.
		Dinner	4-6:30 p.m.
	South Market	Lunch	11 a.m. - 1:30 p.m.
		Dinner	5-7 p.m.
	UMW Bistro	Lunch	11:30 a.m.-1:30 p.m.
		Dinner	5-8 p.m. (closes Fridays at 1:30 p.m.)
SATURDAY	Washington Diner	Continental	8-10 a.m.
		Brunch	11 a.m.-2 p.m.
		Dinner	4-6:30 p.m.
	South Market	Brunch	11 a.m.-2 p.m.
SUNDAY	Washington Diner	Continental	9:30-11 a.m.
		Brunch	11 a.m.-2 p.m.
		Dinner	4-7 p.m.
	South Market	Brunch	11 a.m.-2 p.m.

SEACOBEC MEALS AND PRICES

	Flex Door Rate	EagleOne or Cash (+tax for guest meals)
Breakfast	\$3.95	\$5.00
Lunch	\$5.75	\$7.00
Dinner	\$8.10	\$9.15
Saturday Brunch	\$8.10	\$9.15
Sunday Brunch/ Premium Dinner	\$9.15	\$9.70



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Eagle's Nest

The Eagle's Nest, located in Woodard Campus Center, is open to all members of the University community and their guests. The Nest is a food-court style cash operation where students having a meal plan can also use their flex credits or meal allowance for purchases. A number of specialty shops highlight the Eagle's Nest's wide selection of food.

Enjoy breakfast pastries and specialty coffees at Jazzman's Café, grab a burger from Grill 155, or pick up a slice of pizza at Pete's Arena. If you would like a taco, stop by Mesa Jake's for Southwest fare. You can have a salad made to order at Cyclone Salads, or get a traditional sandwich at Stack's Deli. If you're really in a hurry, grab a pre-packaged sandwich or salad, made fresh daily by the culinary staff, at the Smart Market.

Hours of the Eagle's Nest

Monday-Friday	7:30 a.m.-11 p.m.
Saturday	Noon-1:30 a.m.
Sunday	2-11 p.m.
"Late Nights"-Thursday-Saturday	11 p.m.-1:30 a.m.

Dining Hall – Presidential Advisory Committee

The Presidential Dining Hall Advisory Committee was initiated by and is advisory to the President of the University to promote the maintenance of a high quality University food service and dining facility. Student appointments are recommended by the Student Government Association President to the President of the University who makes the final appointments.

Join Our Team at Sodexo Dining Services!

We have openings for student managers, catering staff, and workers at Seacobeck and Eagle's Nest. Apply at the Sodexo Business Office, Seacobeck Hall. *Equal Opportunity Employer. Get Management Experience! Build Your Resume! Earn money for all those "extras!" Free Meals! Flexible Hours (some shifts as short as two hours)!*

Disability Services

The Office of Disability Services (ODS) provides and coordinates reasonable and appropriate accommodations to qualified students with disabilities. These accommodations may include – but are not limited to – extended time on tests, note taking assistance, air-conditioned residence hall rooms, sign language interpreters, texts in electronic format, permission to tape record lectures, and distraction-reduced testing sites.

In order to receive services, students must provide professional documentation of a substantially limiting condition and discuss appropriate accommodations with the Director of Disability Services. Documentation guidelines for specific disabilities may be found on the Disability Services website at <http://www.umw.edu/disability/> or by requesting it from the office at 540/654-1266.

ODS maintains the confidentiality of disability documentation, but limited information may be shared on a need-to-know basis. The Director of Disability Services verifies a student's disability, assists in arranging reasonable accommodations, and acts as a liaison between students, faculty, and administration on issues relating to services or accommodations.

Any student who believes his/her rights under the Americans with Disabilities Act have been violated may follow the Student Grievance Procedure on page 45.

Emergencies on Campus

Any emergency situation (e.g., fire, accident, mechanical failure, suspicious act, or criminal act) should be reported to the residence hall staff and University Police immediately.

1. Emergency Telephones: How They Work

Outdoor Locations (blue light phones)

Emergency telephones at outdoor locations are topped by a blue light for ease in locating at night. To use, simply press the button and hold while your call is automatically forwarded to the police operator who will respond. If you cannot speak or hear, simply press the button or lift the receiver off the hook and stay at the telephone. Caller ID will identify your position and an officer will be dispatched. Note: The emergency telephones located inside the fence at the tennis courts and at the loading dock of the physical plant building do not automatically ring into the Police Office, but can be used for calling any location on campus. You must dial 777 from these phones to reach the police.

Indoor Locations (red telephones)

To activate a red emergency telephone, lift the receiver off the hook and hold while your call is automatically forwarded to the police operator. If you cannot speak or hear, simply lift the receiver off the hook and stay at the phone. Caller ID will identify your location and an officer will be dispatched.

Any Campus Telephone

To contact the Police Office for an emergency, **DIAL 777** from any campus extension. If you cannot speak or hear, simply stay on the phone as noted above.

Any Off-Campus Telephone

To contact the Police for an emergency when using your cell phone or an off-campus telephone, DIAL 540/654-4444.

Emergency Telephone Locations

- All academic and administrative building elevators
- All academic buildings in various locations (red telephones)
- All residential buildings; parking lots, various walkways (blue light phones)

2. UMW Alerts

The University has established a mobile emergency notification system, known as UMW Alerts, that is available to students, family members, faculty, and staff. When an emergency occurs, authorized senders will instantly notify you using UMW Alert. UMW Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, whom to contact, and other important information.

In order to receive emergency notifications by email, cell phone, pager, BlackBerry/Treo, or other mobile device, one must sign up for the service. This is an "opt-in" system because it is more efficient and secure for users to manage their personal information and ensure that the system has the current cell phone number or email address.

It is easy to enroll for the service. Go to <http://alert.umw.edu> for more information and to sign up today. Don't miss out on this important new way to make sure you and your family are fully informed in case of an emergency.

3. Area Warning System

The University has an outdoor warning system which employs a combination of voiced messages and sirens used to alert campus members who are outdoors of any situation warranting movement to a safe, indoor location.



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Employment

The University offers many opportunities for part-time employment. Positions in the library, residence halls, student activities, information technologies, administrative offices and academic departments, pay approximately \$765 to \$2000 for the nine-month session depending upon job responsibility and the number of hours worked.

Inquiries about campus employment should be addressed to the Office of Financial Aid, 654-2468.

Employment also is available with the dining hall on campus. Contact Dining Services directly at 654-1029.

Financial Assistance

Information on financial aid is available in the Office of Financial Aid, Annex B (College Avenue next to Fairfax House), or at www.umw.edu/financialaid.

The University offers many opportunities for student financial aid: scholarships and grants, loans, and student employment. Students wishing to be considered for student financial aid must file the Free Application for Federal Student Aid (FAFSA) by the preferred filing date in the spring.

The University also has some limited funds available for short-term loans to students who can demonstrate an emergency need for funds. Although student financial aid awards are normally made in late spring or early summer for the coming academic session, any student whose financial situation changes dramatically for unexpected reasons should always feel free to contact the Office of Financial Aid to see what assistance might be available.

Fitness Center and Wellness Resource Center

This 19,000 square-foot facility contains the most up-to-date cardiovascular equipment including stairmasters, treadmills, upright and recumbent bicycles, rowing ergometers, step mills and a climber station on the upper level. Television consoles viewable from most stations provide entertainment during exercise. Student employment opportunities include daily management duties and assisting patrons on equipment use. All student employees of the Fitness Center are first aid, CPE and AED certified.

The Fitness Center is available to all full-time undergraduate students, and to full-time faculty and staff. A current University EagleOne card must be presented for entry. Each full-time EagleOne holder may bring a maximum of one guest to the Fitness Center during guest-use hours (from Thursdays at 6 p.m. through closing on Sunday). The guest must complete a Guest Form at the University Police Office (Brent Hall) and must present one copy of the form along with one current photo ID to the Fitness Center desk aide. The University of Mary Washington host must accompany the guest at all times and is responsible for the conduct of their guest.



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The Wellness Initiative Committee promotes the optimal well-being of the University of Mary Washington community, including students and employees. The committee coordinates and implements wellness-related assessment and programming and works in conjunction with the club Wellness Peer Educators. The Wellness Peer Educators conduct programming in areas such as: alcohol/other drugs, health promotion, psychological wellness, human sexuality, physical fitness, nutrition, and body image. Educational materials are available.

Goolrick Hall

Goolrick Hall recreation facilities are available only to individuals holding a valid, current, and full-time EagleOne card. All persons must present their ID card to the desk aide upon entering the building at all times, including classes, intramural activities, intercollegiate practices and for incidental recreation. EagleOne cards are generally not required for entry into varsity basketball, volleyball, or swimming competitions; however, it is recommended that students have their EagleOne card in their possession at those times.

Each full-time EagleOne card holder may bring one guest to Goolrick Hall for recreation purposes during operating hours. The guest must complete a Guest Form at the University Police Office and present one copy of the form to the Goolrick Hall desk aide. The Mary Washington host/hostess must accompany the guest at all times, and is responsible for the conduct of their guest, and the cost of any damage caused by a visitor. Abuse of these procedures, including damage to the facilities or theft of equipment by any person utilizing Goolrick facilities may result in loss of privileges, charges for damage, expulsion from the University, dismissal from employment, or other appropriate penalties.

Specific hours for use of the swimming pool, main and auxiliary gyms, racquetball court, and weight room are posted each semester and during summer sessions.

Health Center Accepted Here

The Student Health Center is located in Mercer Hall and offers diagnosis and treatment of a variety of common medical problems. A pharmacy for common medications prescribed by the University physician and nurse practitioner is also available.

The Health Center medical staff includes a full-time physician, a full-time nurse practitioner, two full-time registered nurses, and two part-time registered nurses. Health Center hours of operation are 8:30 a.m. to 5 p.m., Monday through Friday. During Health Center hours, students may be seen by the physician or the nurse practitioner by appointment, or by a registered nurse on a walk-in basis, although appointments are encouraged. Medical excuses for classes missed due to illness will not be issued. Medical emergencies occurring at times when the Health Center is closed should be handled by calling HealthLink (540/741-1000) or by contacting a resident assistant, assistant director for Residence Life, or the University Police.

Other services offered by the Health Center include the Mary Gilson Memorial Self-Care Center where students with minor medical complaints may assess their own symptoms and, using available instructions, select the appropriate over-the-counter medications to relieve those symptoms. An Allergy Injection Clinic and a weekly Birth Control/Women's Clinic are also available.

Use of the Health Center is available to all students. The fee for the use of the Health Center is included in the room and board charge for on-campus students. Off-campus students will be asked to pay a fee for each semester if they wish to use the Health Center (please contact the Health Center for more information at 540/654-1040). All incoming full-time students are required to have a Health History/Immunization/Tuberculosis Screening form on file with the Health Center. This form is available at www.umw.edu/healthcenter. Failure to provide this completed form to the Health Center will result in a grade/registration hold being placed on the student's account. The student will not be able to register for the second semester of classes and semester grades will not be released.

All medical records on file in the Health Center are considered confidential and will not be released without the written permission of the student or a court order.

Health Insurance

To be protected from financial loss caused by an accident or sickness, it is highly recommended that all students belong to a health insurance program.

Students may be covered under their family policy, an individual policy, or the student health insurance program available through the Health Center. HMOs rarely cover medications, lab work, or x-rays ordered by the Health Center. Other coverage is strongly recommended. More information is available about student health insurance at www.umw.edu/healthcenter.

Information Hotline

The Office of University Relations and Communications maintains an up-to-date "Information Hotline" at 654-2424, which lists University events that are open to the public as well as schedule changes due to weather.

In addition, on the University of Mary Washington Home Page, the Office maintains a "Campus Advisory" link that when activated displays detailed information about the issue affecting the campus community. "Advisory" content is authorized by the offices of the President and Vice President for Administration, Finance, and Legislative Affairs.

Information Technologies Help Desk

The Help Desk is the clearinghouse for all technology-related questions. In helping a student solve technology-related problems, the Help Desk staff may walk him or her through some steps on the phone, may point the student toward online resources that can help, or, when appropriate, may identify someone to visit the student (if housed in a University residence hall) and provide assistance in person. Staff from the Department of Information Technologies (DoIT) ranging from experienced professionals to student employees are all available as resources through the Help Desk. The Help Desk specialists know whom to call, and they can save students time and confusion trying to figure out who on campus can help solve specific problems with hardware, software, online University services, campus telephone service and campus cable TV service.

The Help Desk is in Room 27 of the basement of George Washington Hall.



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International Academic Services

Students seeking information regarding International Academic Services/Study Abroad, or international students who need assistance, should contact the Office of International Academic Services GW 203. More information is available in the *Dictionary of Academic Regulations*.

James Farmer Multicultural Center

In 1998, the Multicultural Center was re-named the James Farmer Multicultural Center for Civil Rights leader and University of Mary Washington Professor James Farmer (1920-1999). The Center has a twofold mission of supporting underrepresented students and promoting cultural diversity. The Center assists students, faculty and staff in the development and implementation of programs and supportive services for minority students. Students receive initial intake and advising services and later are referred to appropriate campus resources for further assistance. The Center also promotes cultural diversity on campus through a variety of programs including the Cultural Awareness Series, Black History Month, Latino Identities Month and the Multicultural Fair.

Student organizations with an ethnic focus are supported by the Center. Student leaders receive program assistance and leadership development from the Center through regular meetings and attendance at various regional conferences. The James Farmer Multicultural Center is located in the Tan Room, Woodard Campus Center, and members of the staff as well as the director can be reached at 654-1044.

Library (see Simpson Library)

Lost and Found

The Lost and Found Service is administered by the University Police, Brent House. Students are urged to mark all belongings for ease of identification. All items found anywhere on campus should be turned in to the University Police. Lost items will be held for 120 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item. Simpson Library also maintains its own lost and found service.

Mail Services Accepted Here

Contact info...

Phone - 654-1049

Email - umwpo@umw.edu

Hours of Operation

Window Service – Mon.-Fri., 10 a.m.-4 p.m.

Access to mailboxes – during hours Campus Center is open.

General Information

The University post office is located inside the Woodard Campus Center. With the exception of BLS students (who retain their home address for official mailings), all degree-seeking undergraduate students – those who live in University housing as well as those who commute – are assigned a post office box in the Woodard Campus Center. All students share post office boxes, so mail must be reviewed carefully before removing or opening it. The campus post office box is one of the official methods of communicating important policies and deadlines, and mail sent to the assigned campus box shall constitute proper notification. It is the **responsibility** of each student to check this box regularly. Unclaimed mail will be returned to the sender after 30 days.

Student Mailing Address

To expedite the delivery of your mail, advise those writing to you to include the following in your address:

STUDENT'S FULL NAME
UNIVERSITY OF MARY WASHINGTON
UMW BOX ____ (assigned number)
1701 COLLEGE AVE.
FREDERICKSBURG, VA 22401-4661

Services

The University post office offers many of the same services available at a U.S. Post Office such as priority, certified, insured, registered, international, and overnight mail. Packages weighing up to 70 pounds may be shipped via UPS or U.S. Mail.

Mail (US Postal Service, UPS, FedEx, Airborne Express, and RPS) is delivered Monday through Friday to the University post office. Incoming mail is not posted on Saturdays, Sundays, or holidays. Weekend special services mail (USPS Overnight Express, Airborne Express, and UPS Next Day Air) for students may be picked up at the University post office on the following Monday.

Incoming U.S. mail is delivered at 10 a.m. and, under normal circumstances, will be put away by 4 p.m. the same day. Outbound mail is collected at 3:30 p.m. and delivered to the U.S. Post Office. Outbound mail deposited after 3:30 p.m. will be delivered to the U.S. Post Office the morning of the following business day except for Fridays. Mail deposited after 3:30 p.m. on Fridays will not be taken to the U.S. Post Office until the following Monday.

Summer Forwarding Address

If you wish to have your mail forwarded to another address during the summer, you **MUST** complete a campus Change of Address form, available at the University post office. If we do not receive this form, your mail will continue to be placed in your assigned box. Unclaimed mail will be returned to the sender after 30 days. **ONLY** first class mail and second class periodicals will be forwarded. Students expecting mail from business correspondents such as banks, credit card companies, etc., should notify senders of the correct address. Having statements sent directly to you and not forwarded through the University post office will minimize the chance of late bills and checking account overdrafts. Note that record/book club responses are non-forwardable.

Assistance

Please stop by in person or call the post office staff at 654-1049, if you need assistance.

Multicultural Center (see James Farmer Multicultural Center)**Psychological Services Center (see Counseling and Psychological Services)****Safety Escort Service**

An after-dark student-operated safety escort service is provided, upon request, to students who wish to be transported back to the campus after parking in one of the following lots: Battleground, Hanover St., Sunken Rd. North and South, Thornton St., William St., and College Ave.; or from an academic or administrative building back to the residence hall. Students may stop by the University Police Office, or contact the escort service there by using the parking lot emergency phone, or by calling x1025 from any campus telephone.

Upon request, University Police will provide campus escort service in inclement weather to students with physical disabilities. A student with a disability may want to request an earlier than usual arrival time to his or her destination as escort services could be delayed by emergency situations.

During the academic year the student-operated escort service operates from dusk to 1 a.m. Monday through Wednesday, and from dusk to 3 a.m. Thursday through Sunday. An escort is always available after dark, unless emergency conditions prevent a police response.

If in a parking area, the student should use the emergency phone to call and then stay in a locked auto or a well-lighted area until the escort arrives. Calling in advance of arrival is the best procedure.

Simpson Library

The Library is an important academic resource of the University community. The following services and policies are designed to ensure that all patrons receive the maximum benefit of these resources. Library policies are subject to change without notice. You are encouraged to check the Library website for the most current information.

Website:

The Library maintains an extensive website. Hours, policies, and staff listings may be found by visiting www.umw.edu/library. There are also links to numerous reference and research tools and databases.

Instructional services

To help students make effective use of the Library's extensive resources, the Library staff offers a wide range of services. This assistance includes both individualized reference help at the Library's Reference Desk and course-related instruction that is centered on class assignments.

Your library account

From the Library's website, students may access their own Library accounts by entering the requested information at "Library Account Login." After logging in, view what you have checked out, renew materials, and view any fees owed.

Loans and renewals

A student must present his/her valid EagleOne card when borrowing materials. EagleOne cards that will not scan must be replaced. A lost card should be reported to the Library immediately as each student is responsible for all items checked out on his or her account. EagleOne cards are non-transferable.

Materials from the standard circulating collection are loaned for 35 days. Three renewals are permitted, provided no one else has requested the item and the borrower's account is in good standing. Renewals may be accomplished by presenting one's EagleOne card at the Circulation Desk, or remotely via the Library's website. Materials that are needed past the third renewal due date may be checked out again, but must be brought to the Library for processing.

Course reserve materials

Materials from the Course Reserve collection are available at the Circulation Desk. These materials must be checked-out even if they are not taken from the building, and again, the EagleOne card must be presented. Late charges for overdue Course Reserve materials are \$1 per item/per hour, or any part of an hour. Charges continue to accrue when the Library is closed and when school is not in session. Course Reserve items cannot be renewed, but may be checked out again if no one is waiting for the material.

Recalls

Students may request items that have been loaned to another patron by placing a recall at the Circulation Desk, or remotely via the Library's catalog. The recall reduces the original loan period to 21 days. The patron who originally borrowed the item will be notified of the new due date. When the item is returned, the patron who requested it will be notified that the item is available for pickup at the Circulation Desk.

Late charges

Provided materials have not been recalled, there are no daily late charges for the first 29 days that items from the standard circulating collection are past due. At 30 days overdue, a \$15 per item late charge is assessed, and a \$10 processing fee is added when the charges are sent to Student Accounts. Late charges for recalled items are \$3 per day per item beginning the day the item becomes overdue. All late charges continue to accrue when school is not in session and when the Library is closed. Charges cease to accrue when the item is returned even if the charges are paid at a later date.

Lost and damaged materials

The minimum charge for a lost item is \$75, plus any applicable late charges and processing fees. Replacement copies are not accepted in lieu of payment. Charges for damaged materials are assessed on a case-by-case basis. Underlining and highlighting will result in damage charges. The Library retains all damaged material.

Interlibrary loan (ILL)

Interlibrary Loan services are available to students engaged in research projects that cannot be supported by the Library's resources. Allow at least two weeks for receipt of requested items. When possible, articles will be delivered to the patron's online interlibrary loan account, accessible for the Library's webpage. Late charges for ILL materials accrue at the rate of \$2 per day/per item. ILL renewals may be requested within 7 days of due date, from the patron's online account. The first 10 requests each semester are free. Thereafter, there is a \$2 charge per request.

Notices

All Library notices are sent to students via campus email. When students have Library materials checked-out or have requested materials, it is imperative that University of Mary Washington email be checked daily. Failure to receive or read the notice in no way absolves the borrower of responsibility.





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After-hours returns

A book-return slot is located in the front wall of the building should items need to be returned when the Library is closed.

Study space

The Library provides more than 250 study carrels for individual use. Small rooms for group study are available on a first-come, first-served basis.

Copying and printing



Accepted Here

- Photocopying: 10¢ per page – EagleOne/coins/bills
- Printing from the Internet and databases – EagleOne/coins/bills
- The Library does not provide change.

Safety and security

- The Library uses an electronic detection system to alert the staff to possible theft. This system will not damage audio or videocassettes or computer disks. Deliberate hiding, theft, attempted theft, or mutilation (which includes writing or highlighting) of Library materials is an Honor Code offense and a violation of the Virginia Code.
- Turn off cell phones and pagers prior to entering the building.
- Smoking and chewing tobacco are prohibited.
- Do not leave personal belongings unattended. The Library is not responsible.
- Report disruptive, suspicious, or illegal behavior to the Circulation Desk.

Speaking Center

The Speaking Center, a component of the Speaking Intensive Program, offers many free services to help students enhance their communication skills. Assistance is available with various aspects of public speaking including:

- planning and organizing of speeches
- using visual aids effectively
- training for effective small group communication
- dealing effectively with stage fright
- effective speech delivery (eye contact, vocalics, and other verbal and nonverbal aspects)
- personal feedback on speeches during videotaped practice sessions
- viewing instructional tapes on public speaking, small group communication, interpersonal communication, and other communication-related themes.

Each student's needs are met with personalized tutoring by specially trained student tutors, or Speaking Center Consultants. Call x1347 or drop by 101 Combs Hall to set up an appointment.

Study Skills

Study skills workshops are available free of charge through the Office of Academic Services. To learn more about the workshops or to sign up for one, please call x1010 or check the website www.umw.edu/cas/acservices/services/study/default.php. Online tutorials on study topics are also available on this web page.

Tennis Courts (Indoor and Outdoor) and Track

The outdoor tennis courts and track are available for use at posted scheduled times by full-time undergraduate students, full-time faculty members, and employees, when not in use for instructional or organized purposes. EagleOne Cards are required at all times. Hours of operation and fees for the Indoor Tennis Center can be obtained by calling 654-2482 or accessing the website at www.umw.edu/tenniscenter.

Tutoring Service

Free tutoring services in a variety of subjects are available through the Office of Academic Services. For more information or to schedule a tutoring session, contact Academic Services, 203 GW Hall, 654-1010, or visit our website at www.umw.edu/cas/acservices/services/tutoring. Online tutorials for various subjects are also available on this page.

The Underground

The Underground will be renovated as part of the Lee Hall project and will be unavailable until construction is finished.

University Police

The primary function of the Office of University Police is to protect students and University facilities, to enforce University rules and regulations, and to aid in promoting safety and order on campus. The officers have powers of arrest both on and off the campus for any violation of the

Code of the Commonwealth of Virginia and to charge students for violation of University regulations. The office is located in Brent House, and has personnel on duty 24 hours per day. In case of an emergency on campus, dial 777 on any University telephone extension. From a cell phone or non-University extension, dial 540/654-4444. For non-emergency matters, call 654-1025. Emergency telephones are located in all University elevators, inside the academic buildings, and at various outside locations on the campus. From the emergency phones, simply lift the receiver and wait for the office to answer (unless otherwise indicated on the phone).

IN CASE OF AN EMERGENCY ON CAMPUS, DIAL 777 ON ANY UNIVERSITY TELEPHONE EXTENSION TO REACH THE OFFICE OF UNIVERSITY POLICE.

The University of Mary Washington is in full compliance with all provisions of the Crime Awareness and Campus Security Act of 1990. Complete statistics of crimes and attempted crimes reported to the University Police are available upon request.

Writing Center

The Writing Center, sponsored by the Writing Intensive Program, offers free services to help students improve their writing. Tutors are usually juniors and seniors from various majors who have been carefully trained. Students from all class levels can seek help on assigned papers as well as on other written work, such as application essays. Tutors show students how to incorporate suggestions, resolve problems, and revise their own papers; they do not correct or proofread papers and usually work on sentence-level problems only after addressing higher order concerns such as focus and organization. After each session, the Writing Center sends the instructor a report summarizing the tutor's advice without evaluating the paper or the student. For best results, students should seek help well before the paper is due and schedule an appointment by calling x1036 or dropping by Trinkle 107A. The Writing Center is not open during reading days and exam week.



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Policies and Procedures

Academic Freedom Statement

First Amendment Statement

1. The University of Mary Washington vigorously supports freedom of inquiry and expression within the academic community. All members of that community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others. While the University may institute regulations to ensure the orderly expression of ideas and to protect the resources needed for productive inquiry, these regulations shall not be interpreted in a way which restricts freedom of inquiry and expression by any member of the University community.
2. The University of Mary Washington has adopted the Statement on Academic Freedom of the Association of American Colleges (1940), and the American Association of University Professors' Statement on Freedom and Responsibility (1970). These statements and the First Amendment to the Constitution of the United States define the parameters of academic freedom in the University of Mary Washington community.
3. The University of Mary Washington community includes:
 - a. Faculty – (defined herein as those University of Mary Washington personnel holding academic rank, including adjunct faculty and contract faculty.) Faculty are afforded the full protection of the First Amendment to the United States Constitution. Moreover, by definition, teachers are entitled to the exercise of the freedom of inquiry, are obligated to follow scholarship wherever it leads, and to promulgate the result of inquiry.
 - b. Students – (defined herein as those persons officially enrolled in one or more classes at University of Mary Washington.) All students bring their First Amendment rights onto the campus. Therefore, all University of Mary Washington students shall be afforded the same rights of inquiry and promulgation as the faculty.
 - c. Speakers, public performers, artists, and other guests invited by the institution and/or by recognized student, faculty, and institutional organizations shall be protected from any form of censorship or disruption, and shall be afforded the same freedom of expression in the chosen medium as is guaranteed members of the University of Mary Washington community. Freedom from censorship extends to individual as well as public behavior and carries with it accompanying responsibility for individual as well as public behavior, both on the part of members of the University community and their invited guests.

Adopted by the Board of Visitors, University of Mary Washington, 1987

Academic Policies

Refer to the online *Dictionary of Academic Regulations* and the *Academic Catalog* for policies and procedures regarding academic issues and records. Any B.A./B.S./BLS student should direct academic questions to his/her academic advisor or the Office of Academic Services.

AIDS Policy

The University policy on AIDS establishes procedures covering voluntary disclosure, record keeping, education, serving the infected person's needs and the provision of appeals, procedures for incidences of discrimination and harassment. Persons with AIDS are protected from discrimination through the Americans with Disabilities Act of 1990. A copy of the complete policy may be obtained from the Health Center, or the Office of Human Resources.

Automobile Registration and Parking Regulations

Complete requirements are shown in the current "Motor Vehicle Policy and Regulations" obtainable from the University Police Office. **Every member of the University community is responsible for knowing and observing the traffic and parking regulations.**

Definition: The term "vehicle" includes any motor-powered automobile, truck, van, motorcycle, or scooter.

The University assumes no liability for the care or protection of any vehicle or its contents. The University reserves the right to change any or all regulations as necessary. Regulations are enforced 24 hours per day, year round.

General Vehicle Registration Requirements

New students coming to Mary Washington as first-year residential students, regardless of accumulated transfer credits or AP credits, are not permitted to bring cars with them. This vehicle prohibition applies to the **full academic year**, regardless of UMW credits earned during the fall semester. Those who attempt to avoid this restriction by parking a car on off-campus streets are subject to disciplinary action when identified, which may include loss of parking privileges as a second-year student and/or other judicial sanctions.



Registration of a student vehicle should be completed within 24 hours of bringing it to campus the first time. Unregistered vehicles are subject to towing.

The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. Extreme caution should be exercised in lending a vehicle.

The University reserves the right to withdraw parking privileges if it is in the best interest of the student or the University.

Students are responsible for parking infractions of their guests. Overnight guests must obtain a temporary visitor's dash pass at the Police Office upon their arrival at the University. The dash pass must be displayed at all times while parking on campus, and guests will be instructed where they may park.

Students with disabilities should contact the Office of Disability Services for permission to park in handicapped parking spaces. Students with injuries should contact the Office of Student Life about appropriate parking.

Specific Requirements for Vehicle Registration

Each faculty or staff member and student, regardless of status, must register all motor vehicles kept on University property or in the vicinity, regardless of ownership.

Failure to register a vehicle will result in the loss of driving privileges for a minimum of one semester.

The decal must correspond at all times with the vehicle and license plate for which it is issued. Decals are not transferable and must be removed under the following conditions:

- Change of vehicle ownership
- Termination of association with Mary Washington
- Termination of period for which issued (old decals may not be displayed)
- Change of status or eligibility for car privileges

How to Register

All eligible student vehicles must be registered annually at the beginning of the academic year or the beginning of the academic semester in which a vehicle is brought to campus.

Registration is done online via the Parking Management System found on the EagleLink home page. The decal fee will be charged directly to the student's account. **The decal fee does not guarantee a parking space.**

Decals for residential students will be mailed to their assigned UMW post office box; decals for commuting students will be mailed to their home addresses.

Students may register only one vehicle. The vehicle cannot be registered in another student's name or by another student.

The registration decal must be prominently displayed by affixing the decal to the driver's side rear bumper or rear outside window. Affixing the decal to the inside of the rear window is not acceptable as glass tint often make the decal difficult to read at night and in low-visibility situations.

University Police will indicate a location to display the decal for motorcycles or other vehicles without a rear bumper.

Penalties, Enforcement, Appeal

A violation ticket shall not be discussed with the police officer who writes it except for clarification of the charge. The police officer has no authority to settle a ticket which has been issued.

Each 24-hour period a vehicle is in violation of a regulation constitutes a separate offense.

Moving violations, such as speeding, reckless driving or failure to stop at a stop sign, will be referred by summons to the courts of legal action.

Fines for the breach of campus regulations will be assessed and posted to the student's account. Fines for the breach of City of Fredericksburg regulations will be indicated on the issued ticket and are payable by following the directions on the ticket.

Students who accumulate five tickets in an academic year will receive an administrative referral to the Dean of Student Life. Accumulation of six or more tickets will result in loss of parking privileges. Failure to respond when tickets are issued is considered avoidance and parking privileges may be revoked.

Students found to be operating unregistered vehicles will receive a warning after issuance of the first ticket. Continued violations will result in the loss of parking privileges.

Penalties will range from the loss of driving privileges for a minimum of 30 days to suspension from the University for just cause.

Anyone wishing to appeal a UMW parking ticket may do so online through the Parking Management System within seven calendar days after the ticket is issued.

City of Fredericksburg tickets must be appealed within 30 days of the ticket being issued by following the directions printed on the ticket.

Appeals are heard only on the issue of whether or not the cited regulation was, in fact, violated. It is no excuse that one "thought it was no violation" or "did not mean to" or "saw other vehicles" in the same situation. Decisions resulting from appeals are final; there is no further appeal.





Restricted Zone

Students are restricted from parking on most of the streets closest to UMW, except for College Avenue. Please see the "Motor Vehicle Policy and Regulations" booklet or visit the UMW Police website for a complete listing.

Nighttime Procedures for Student Parking Lots

An after-dark safety escort service is provided, upon request, to students who wish to have safe transportation on campus. The escort service can be summoned by calling 777 from a University phone, by using the blue light phones in student lots, or calling by 540/654-1025 from a cell phone or off-campus phone.

Snow Emergency Regulations

To aid in snow removal of major roadways and preliminary to snow removal in parking lots, certain areas are designated Snow Emergency, meaning that no car is to be parked when there is a threat of snow, sleet, hail, freezing rain, or ice. **Cars left in these spaces and impeding snow removal are subject to towing at the owner's expense.** When a snow emergency is declared, an email notification will be sent to all members of the campus community.

Bias Offense and Incident Reporting Policy

Overview

"Freedom of thought and expression is essential to any institution of higher learning. Universities and colleges exist not only to transmit knowledge. Equally, they interpret, explore, and expand that knowledge testing the old and proposing the new. This mission guides learning outside the classroom quite as much as in class, and often inspires vigorous debate on those social, economic, and political issues that may arouse the strongest passions. In the process, views will be expressed that may seem to many wrong, distasteful or offensive. Such is the nature of the freedom to sift and winnow ideas." (*On Freedom of Expression and Campus Speech Codes*, statement approved by the AAAUP Committee A on Academic Freedom and Tenure in 1992 and adopted by the Council in November 1994).

The University of Mary Washington vigorously supports freedom of inquiry and expression within the academic community. All members of this community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others.

While these freedoms protect controversial ideas, differing views, and sometimes offensive and hurtful words, they do not protect individual or group conduct that constitutes a bias offense.

The University considers bias offense conduct to be unacceptable and antithetical to its commitments to diversity, inclusiveness, and the right of every individual to be treated with dignity and respect. To ensure an environment that fosters civility and mutual respect for members of the University community, **bias offenses are prohibited.**

What is a Bias Offense?

A bias offense is any act that is based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, or age that creates an intimidating and/or hostile educational, living, or working environment by unreasonably and substantially interfering with an individual's or group's safety, security, work, or academic performance. Acts include language and/or behaviors. Bias offenses may result in serious sanctions or disciplinary action.

An intimidating and/or hostile environment is one that reasonably results from severe or pervasive bias related conduct.

Whether an act of bias constitutes a bias offense will be determined within existing University investigative, administrative, and judicial processes. Complaints regarding the behavior of University employees may be initiated with the University's Affirmative Action and Equal Employment Officer (AAEEO) in the Office of Human Resources. Complaints regarding student behavior may be initiated with the University Judicial System.

What should be done if a bias offense occurs?

Students, faculty, and staff who believe that they are targets of or witnesses to bias offenses on University campuses and at University sponsored or supervised events are encouraged to take the following actions. Student Handbook provisions regarding alleged violations of University policy or other misconduct which occur off campus will apply.

1. Report the alleged offense as soon as possible to the University Police on the Fredericksburg campus. On the Stafford campus, report the incident to the police officer or security personnel on duty.
2. If possible, any physical evidence related to the offense should not be touched or disturbed. University police personnel will document what happened, including where and when the incident occurred.

- University police personnel will conduct independent investigations for violations of criminal law. After the police have collected evidence, the appropriate University personnel will remove such remnants as graffiti and/or they will repair any damage to University property.
- Complete the University's Bias Incident Web Report for additional follow-up.

Bias Incident Web Report

The bias incident reporting program is established to assist the University in promoting an environment that fosters civility and mutual respect for all. Members of the University community are strongly encouraged to report all bias incidents. A person does not have to be a member of a protected class or group in order to be a victim of a bias incident.

What is meant by bias incident?

Bias incidents involve any behavior that a person finds harmful or hurtful and reasonably believes is directed at him or her or others simply because of one's race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, or age.

What is the difference between a bias incident and a bias offense under this policy?

Bias incident is the broadest category of bias-related behavior that includes bias offenses, as defined earlier in this policy, hate crimes, and lesser incidents that are motivated by bias (see definition of "hate crime," below). A bias incident may involve protected speech.

This definition is used for reporting and statistical purposes only. It carries no independent sanctioning weight or authority.

How does one make a Bias Incident Web Report?

- The University of Mary Washington urges all members of the University to promptly report all bias incidents using the BIAS INCIDENT WEB REPORT.
- Only UMW students, faculty, and staff may submit Bias Incident Web Reports.
- Each report requires the user to log on with a valid UMW user ID and password.
- You may also download and/or print a PDF file of the [Bias Incident Report Form](#). Please complete and submit the form to the AAEO Officer in the Office of Human Resources (Fairfax House).

Knowingly falsifying a report is a violation of this policy and the Honor Code and may result in disciplinary action under University policy.

What happens to the report?

The AAEO Officer will receive all reports. All bias incident reports will be reviewed promptly by a designated staff member. Reports concerning student behavior will be followed up by personnel in Student Affairs on the appropriate campus. Reports of employee conduct will be followed up by the Office of Human Resources. For all reports containing contact information, a designated staff member will contact the reporting person and will be available to meet with him or her to explore a plan for resolution and to provide information about related University policies, procedures, and services. Other University offices may be consulted as needed to ensure a proper response.

Incident reports and related follow up will be treated as confidentially as possible. Information will be shared only as needed. Bias incident data will be used to develop community educational and outreach programs.

What is a hate crime?

Hate crimes are specifically defined in various federal and state statutes. These statutes vary in terms of the acts and categories of bias that are covered. The FBI investigates acts that fall within federal hate crime legislation. Categories of bias under federal law are race, religion, sexual orientation, ethnicity/national origin, and disability. State and local law enforcement authorities investigate violations of Virginia law. The University's definition of bias incident is broader than state and federal laws governing hate crimes. For information on federal hate crime legislation and the FBI's enforcement of it, see the FBI's website.

There are three Virginia statutes that specifically address hate crimes:

- Statute on Assault and Battery: Enhances the criminal penalties for acts of assault and battery when such acts are based on a person's race, religious conviction, color or national origin.
- Statute on Hate Crimes Reporting Act: Requires state, county, and municipal law-enforcement agencies to report to the Department of State Police all hate crimes occurring in their jurisdictions.
- Statute on Civil Action for Racial or Ethnic Harassment, Violence, or Vandalism: Permits any victim of an act of intimidation, harassment, violence, or vandalism motivated by racial, religious, or ethnic animosity to sue for civil damages in Virginia state courts:

All hate crimes are bias incidents, but not all bias incidents are hate crimes.





Campus Email

The University provides students with campus email accounts as one of the official means of communicating official notifications. The University expects students to review campus email regularly to ensure that they receive and read such communications in a timely fashion.

Change of Address or Name

A student must report a change of address or name immediately so that the University can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence. Also, students are responsible for checking mail regularly. Mail sent to the campus post office box or to an address in the Registrar's records shall constitute proper notification.

A change in address occurring **before the beginning of the academic session** should be reported to the Office of Admissions.

A change in address used by a student (P.O. box, local residential, permanent home address, billing address) which occurs **after the beginning of the academic session** should be reported to the Office of the Registrar, Room 215, G.W. Hall.

A change in the billing address should be reported to the Office of Student Accounts, Room 111, G.W. Hall.

A name change cannot be processed unless legal documentation is presented.

Closing for Inclement Weather

If inclement weather conditions dictate the closing of school, the decision to close will be announced by the Office of University Relations and Communications as soon as possible over the "Information Hotline," 540/654-2424. Notice also will be posted on the UMW website and given to the following radio stations:

Fredericksburg — Radio: WFLS, 1350-AM; 93.3-FM; WFVA, 1230-AM; WBQB, 101.5-FM

Richmond — Radio: WRVA, 1140-AM and WRVQ, 94.5-FM

Northern Virginia — Radio: WTOP, 820-AM, 103.5-FM

Students living outside the Fredericksburg area who have difficulty receiving one of these stations may call the "Information Hotline," 540/654-2424 or check the UMW home page, www.umw.edu, for campus advisory information. For questions regarding the hotline, call the Office of University Relations and Communications at 540/654-1055.

Complaints, General

There are many avenues to address complaints from students or parents. Most can be resolved with a quick phone call or email contact with the office involved. This procedure is for those serious complaints which occur when it appears that decisions are arbitrary or established guidelines have not been followed.

First, evaluate whether your complaint is related to academic issues or to out-of-class issues. Procedures for resolving academic issues can be found in the *Dictionary of Academic Regulations* online at www.umw.edu/publications. [For an individual class, the student would start with the professor.] A starting point for assistance with more general academic complaints would be the Office of Academic Services.

Complaints regarding the Student Life areas of Residence Life, Student Activities and Community Services, Judicial Affairs, the Multicultural Center, or Campus Recreation, should first be directed to the particular office involved. Then, if not resolved, the complaint should be directed to the Dean of Student Life.

Complaints regarding the Health Center should first be directed to the Director of the Health Center and then, if not resolved, to the Associate Vice President for Student Affairs.

Complaints regarding Counseling and Psychological Services should first be directed to that office and then, if not resolved, to the Vice President for Student Affairs.

Complaints regarding staff members should be directed to the head of the respective department.

Complaints regarding University Police should be directed to the Office of Public Safety and Community Services, Brent House.

Complaints regarding bills should be directed to the Office of Student Accounts, and if further follow-up is necessary, to the Student Accounts Manager.

Complaints of discrimination must be made within 10 days after the event that gave rise to the alleged violation to the Office of Human Resources (see "Student Grievance Procedure," p. 41).

Complaints regarding student organizations or activities should be made to the Director of Student Activities.

Honor complaints regarding an individual should be directed to the Honor Council in Mercer Hall, 654-1144.

If there is a complaint which is not easily categorized, contact one of the following offices: Dean of Student Life, 654-1200 (out-of-class issues); Academic Services, 654-1010 (academic issues); or Business and Finance Office, 654-1289 (Student Accounts). (See also "How to Get an Answer to Your Question," p. 14).

EagleOne Cards



Accepted Here

Each student receives an EagleOne card. The EagleOne card provides access to residence halls; it is also required for admission to the dining hall (and holds the meal plan accounts), library, Goolrick gym, fitness center, tennis courts, and University-sponsored events.

The EagleOne Card is also a debit card. Monies put into the debit account are called "EagleOne Dollars." This money can be used in the University Bookstore, post office, Copy Center and Health Center; for Klein Theatre productions and other selected University events; for additional eating opportunities on- and off-campus; for pay-to-print services; and in vending, laundry and copying machines throughout campus. Money can be added at the EagleOne Card Center, or online at eagleone.umw.edu.

The card is University property and is not transferable; nor can it be loaned. Falsification or loaning an EagleOne card is an Honor Code offense. Report lost EagleOne cards online. It costs \$20 to replace a lost, stolen, or damaged card. A student who withdraws must surrender his/her card to the Office of the Registrar during the check-out process.

Call 654-1005 or visit the website for further information.



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Education Records

Education records are those records directly related to a student and maintained by the institution or by a party acting for the institution.

The permanent academic record, which is maintained by the Registrar, contains all completed course work, grades, grade-point average, and notes on the student's academic status. The student's application file, which contains the student's application and accompanying transcripts, is maintained for five years following the student's last date of enrollment.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students have the right to inspect and review education records within 45 days of the day the University receives a request for access. Students do not have the right to copies of those records. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar or appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The University will not permit access to, or the release of, education records without the consent of the student or eligible parent or legal guardian to anyone other than the following:

1. University officials who, in order to perform their duties properly, must have access to official records;
2. Officials pursuant to their statutory responsibilities (the Comptroller General of the United States, the Secretary of Education, the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education, and/or state educational authorities);

3. Any party legitimately connected with a student's application for, or receipt of, financial aid;
4. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
5. Accrediting organizations, for the purpose of carrying out their accrediting functions;
6. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;
7. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
8. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person

Directory Information

The University may release "Directory Information" as defined by the University of Mary Washington under the authority of FERPA, unless the student informs the University's Office of the Registrar that all such information should not be released without the student's prior consent. A form is available for this purpose from the Office of the Registrar. If this form is not received in the Office of the Registrar by May 1 preceding the academic year, selected "Directory Information" will appear in the University's telephone directory.

"Directory Information" includes a student's name, addresses (campus, home, mailing, Email, etc.) and telephone numbers (local and home), class level, previous institution(s) attended, major fields of study, awards, honors (including Dean's List and President's List), degree(s) conferred (including dates), dates of attendance, past and present participation in officially recognized sports and activities, and physical factors (e.g., height, weight of athletes). A request to withhold "Directory Information" must be made on the form available in the Office of the Registrar.

The request to restrict the release of "Directory Information" remains in effect until the student notifies the Office of the Registrar, in writing, to remove the restriction. A restriction on the release of "Directory Information" will remain in effect even if the individual is no longer a student, unless the restriction is removed by written request made to the Office of the Registrar.

Medical and CAPS (Counseling and Psychological Services) records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

Confidential records maintained by the Director of Disability Services are open to inspection with limitations. Students may request a copy of disability documentation which is generated by the office, but may not request access to the Director's personal notes or test protocols or to information released by private practitioners or by other agencies. Disclosure related to the student's disability is released neither to any faculty member nor to another office on campus without the student's permission. With the student's written permission, disability documentation generated by the Disability Services Office may be released to any specified persons and agencies.

Custodians of education records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the education records prior to January 1, 1975, or to which the student has waived the right of access.

"Directory information" may not be provided to any individual, company or entity for commercial purposes unless the release of this information is specifically authorized by the student or approved in writing by the Office of the Registrar.

Environmental Initiatives

UMW is committed to doing its share to help the environment. A student-led environmental campaign last year saved an estimated 197 metric tons of carbon dioxide from entering the atmosphere by encouraging students to practice the "Big 3": take shorter showers, turn off computers when not in use, and turn off fans and air conditioning when the room is empty. The University has implemented adjustments to lights, water fixtures, and energy management systems, both in academic and residential buildings. Want to help? If you bring lighting to campus, make it compact fluorescent bulbs instead of traditional ones and, if possible, purchase only Energy Star-rated appliances.

Network and Computer Use Policy

Policy Statement

Users of information technology resources at the University of Mary Washington must use them responsibly and within limitations. Users who fail to meet their responsibilities or who fail to operate within the limitations may have their network privileges suspended or revoked and may be subject to other disciplinary actions. Using University-owned computers, networks, or other information technology resources constitutes acknowledgment that the user understands and commits to compliance with the University's Network and Computer Use Policy and related policies and procedures.



Background

The UMW computer network consists of an institution-wide backbone, local area network, and many shared computers, as well as personal desktop computers and other computing devices. The various systems administrators work to ensure that network privileges are properly maintained for all University users. Users also must meet certain responsibilities and are subject to certain limitations, many of which are listed below.

Priorities of the Network

The UMW computer network and other information technology resources should be used, and will be maintained and administered, in accordance with the following priorities:

- **Highest and Primary:** To support the education, research, and administrative purposes of the University of Mary Washington.
- **Medium and Secondary:** To support other uses indirectly related to the University of Mary Washington's purposes with education or research benefits, including personal communications.
- **Lowest and Least Important:** Recreation and entertainment.

Disclaimer

The University of Mary Washington will investigate reported violations of the rules set forth below and will impose appropriate sanctions. However, the University assumes no responsibility for user conduct.

Users should be aware that there are many services on the Internet that they might find offensive or that involve risks. Users must accept responsibility for their own navigation of the Internet.

Privacy

The UMW computer network is owned and operated by the University of Mary Washington, an agency of the Commonwealth of Virginia. Faculty and staff must recognize that computer-generated documents (e.g., old email) may be "public records," subject to provisions of Virginia's Freedom of Information statutes. Furthermore, all users must understand that electronic communications may not be secure and that during the course of ordinary management of information technology services, technical staff may inadvertently be exposed to the content of user files.

In specific and unusual circumstances, the content of user files may be examined under the direction of a system administrator of the system holding those files. This may be done only at the direction of the President or the Vice President for Strategy and Policy. [See related policy at www.umw.edu/policies/web/monitoring_employee_electr.]

Safety

While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications in violation of this policy or state or federal law should bring them to the attention of the Department of Information Technologies and/or the University Police.

Intellectual Freedom

The network provides an open forum for the expression of ideas, including viewpoints that are strange, unorthodox, and unpopular. Opinions expressed there must be presented in a manner that is free of obscenity (as defined by Code of Virginia section 18.2-372), forgery, and other illegal forms of expression, which are not acceptable uses of the University's network and are in violation of University policy. In addition, expressions of opinion may not be represented as the views of the University of Mary Washington, and individual users are responsible and accountable for any material posted and transmitted on the network in violation of this or other University policies, or state or federal law.

User Responsibilities

Current employees (faculty and staff) and students, as well as employees who have retired from service at the University, are eligible to have computing accounts. In addition, some other parties, such as scholarly partners of faculty and contractors employed at the University, may be granted computing accounts for limited terms with appropriate sponsorship. To enjoy the privileges of network access, each user of University information technologies is expected to meet certain responsibilities and honor certain limitations. If a user is found to have knowingly violated either of these principles, his or her network access may be suspended. Depending on the seriousness of the violation, the user may also be subject to other University disciplinary actions, and violations of federal or state laws will result in referral to the appropriate legal authorities.

The following list of responsibilities applies to the use of all University-owned computers and of the University's networks; additional responsibilities may be associated with specific networks, information technology services, and computers at the University.





- Users must operate within the appropriate federal or state laws and University policies and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users (see also **"Responsibilities for Computing Devices Connected to the University of Mary Washington Network"** at www.umw.edu/policies/network/devices).
- Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of or make available on the network copyrighted material, unless permitted by a license.
- Users must not use the network resources of the University to gain or attempt to gain unauthorized access to remote computers, networks, or systems.
- Users may not use the University's networks to access, produce, or distribute pornography in violation of the law.
- Any network traffic exiting the University is subject not only to provisions of this policy, but also to the acceptable use policies of any network through which or into which it flows.
- Users should notify the Department of Information Technologies (540/654-2255 or it-abuse@umw.edu), system administrators, and the appropriate authorities about violations of computer laws and policies, as well as about potential vulnerabilities in the security of its computer systems and networks.
- Users are to respect the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff; these rights include but are not limited to privacy, freedom from harassment, and freedom of expression.
- Users may not place on any University-owned computer system any type of information or software that:
 - ♦ infringes upon the rights of another person, and/or
 - ♦ gives unauthorized access to another computer account or system.
- Users may not misrepresent themselves or their data on the network.
- Users are responsible for the use of their accounts. No user may give anyone else access to his or her account, nor may any user use a UMW computer account assigned to another user. A user must not attempt to obtain a password for another user's computer account.
- Users are responsible for the security of their passwords and for regularly changing passwords in accord with good practice and with the rules of the system in which the password is used. Users are responsible for making sure no one else knows their passwords. A user who suspects someone knows his or her password should change the password immediately (or contact Department of Information Technologies (540/654-2255) if he or she needs assistance in changing the password).
- Users of personal computers are responsible for protecting their work by making regular backup copies of their work files and storing the copies in a safe location. They should set the frequency of backup based on their ability to recreate information added since the last backup.
- Users must not attempt to monitor other users' data communications, nor read, copy, change, or delete other users' files or software, without permission of the owner(s).
- Users must not attempt to circumvent data protection schemes or exploit security loopholes.
- Users must not deliberately perform acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
- Users must not deliberately perform acts that will impair the operation of computing equipment, peripherals, other devices, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
- Users must not run or install on any of the computer systems of the University, or give to another user, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself. This includes, but is not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
- Users may not use the University's computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for charitable or community organizations.
- Users may not use the University's networks to distribute chain letters.

This policy and related material supplement the existing policies in the Student Handbooks, the Faculty and Adjunct Faculty Handbooks, the Administrative Faculty Handbook, and the Classified Employees Handbook. These cover such acts as theft of computer services, including copyrighted computer programs; theft or mutilation of UMW property, such as computer equipment; and the unacknowledged or unauthorized appropriation of another's computer program or the results of that program, in whole or in part, for a computer-related exercise or assignment. Ultimately, any and all network conduct or misconduct is subject to the same policies that govern conduct in other University venues, and it is regulated and dealt with as described in the handbooks cited above.

Violations

Violations or suspected violations of the policies and principles enumerated above should be reported promptly to the Department of Information Technologies, 540/654-2255 or it-abuse@umw.edu, or to the appropriate University disciplinary system.

Network Administration

The Department of Information Technologies, working with the administrators of UMW computer systems and networks, has the responsibility to protect the rights of users, to enforce policies and procedures consistent with those rights, and to publicize those policies and procedures to their users. The department has the authority to control or refuse access to any user who violates these policies or who threatens the rights of other users, and department officials will make reasonable efforts to notify users affected by decisions they have made. Questions or concerns regarding the use of the University's network, its computers, or other information technology facilities or services, should be addressed to the Department of Information Technologies, 540/654-2255 or helpdesk@umw.edu.

University-wide Email Communications

University-wide email communication capabilities are currently available to specifically authorized employees, but for appropriate uses only. For advice on using this capability, contact the Office of University Relations and Communications at 540/654-1055. Unauthorized use of University-wide email communications by any other means is not permitted and will be considered a violation of the network policy. These public communications should be used to relay information on University-related business, issues, events, and activities only.

Payment of Accounts

UMW bills (eBills) are sent via email to students' UMW email accounts. Amounts not covered by financial aid, prepaid tuition programs, or by the installment payment plan are due by the date specified on the bill. Full payment of eBills must be received by the due date on the bill. Failure to meet payment deadlines may result in a 10 percent late penalty up to \$250, denial of registration for future courses, and possible dismissal from the University. Students intending to withdraw from the University for the semester must contact the Office of the Registrar in order to obtain the policies and procedures for withdrawal. Non-payment of eBills does not drop courses; see the Office of the Registrar for drop/add information.

Students with past due account balances may receive holds on their accounts preventing future registration and transcript requests. Graduating seniors whose accounts are not paid in full will not receive their diplomas until their accounts are cleared.

It is the responsibility of the student to contact the Office of Student Accounts if a bill has not been received. Accounts are reviewed weekly to identify overpayments in order to issue refunds. Refunds are mailed to students' UMW campus mailboxes during the academic year and to students' home addresses when school is not in session and during the summer term.

Any charges incurred in collecting a delinquent account will be added to the student's account. This applies, but is not limited to, charges by an attorney or a collection agency.

Students should visit www.umw.edu/studentaccounts for more in-depth student accounts information as well as any new information, updates, or changes.

Methods of Payment

Acceptable methods of payment include cash, check, money order, cashier's check, or credit card. Credit card payments are handled by one third-party provider, Nelnet. A convenience fee applies. Online payments from a checking or savings account can also be made through the Nelnet E-cashier.

Payment Plans

The University of Mary Washington offers semester or yearly payment plans through a third party provider. Please contact the Office of Student Accounts at 540/654-1250 or visit www.umw.edu/studentaccounts for more information.

Bad Check Charge

A \$35 charge will be assessed against any member of the University community for any check presented to any office or element of the University that is returned by the member's bank. Additionally, checks returned for insufficient funds will be considered as nonpayment and therefore subject to a late fee of 10 percent.

Privacy

Education Records

See the "Education Records" section for information about the confidentiality of the various student records and how to restrict the release of "Directory Information" (name, address, phone, etc.).



Photography

Photographers are often invited to campus to take pictures for use on our University website or in UMW publications. These photos generally are for promotional or informational purposes. If you do NOT wish to be photographed, please contact the Office of University Relations at 654-1055, and your name will be placed on an email list of students who have asked to be notified when a photographer is expected on campus. It will then be the student's responsibility to avoid being photographed.

Please be advised: The above exclusion request does not apply to photographs that include a group of students participating in activities or to photos in which individuals are not readily identifiable.



Rights and Responsibilities of Members of the University Community

Members of the University community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association, and of petition to the institution for a redress of grievances.

The rights of members of the University community shall not be denied or abridged on account of race, color, creed, or sex.

The members of the University community have the right to be secure in their persons, residences, offices, papers, and effects, against unreasonable searches and seizures.

All members of the University community have the right to due process in matters concerning discipline or their status as members of the University community.

All members of the University community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the University community.

The term "member of the University community" embraces the University as an institution, the faculty as a body, and all members of the administration, faculty, staff, and student body in their official and individual capacities.

Adopted by the Board of Visitors, University of Mary Washington, 1973

Sexual Harassment Policy

The University of Mary Washington will not tolerate sexual harassment. Sexual harassment is a form of sexual discrimination and as such is illegal behavior. Moreover, sexual harassment would subvert the mission of the University by undermining the positive working and educational environment the University is committed to providing for all students, University personnel, and visitors.

The University's administrators and supervisors are responsible for taking reasonable steps to prevent and remedy sexual harassment. Such steps include educating the University community about the accompanying definitions and procedures, encouraging persons who think they have been sexually harassed to come forward, and vigorously pursuing violations of this policy.

Definition of Sexual Harassment

Sexual harassment is distinguished from consenting sexual behavior by the introduction of the element of coercion. In identifying incidents of sexual harassment, The University of Mary Washington follows guidelines set down by the Equal Employment Opportunity Commission in "EEOC Guidelines on Discrimination Because of Sex" (29 CFR Chapter XIV, 1604.11). The relevant guidelines, as modified slightly to fit an educational institution, are as follows:

Harassment on the basis of sex is a violation of Sec. 703 of Title VII [of the 1964 Civil Rights Act]. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment [or education]; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions [or educational decisions] affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic or extracurricular] performance or of creating an intimidating, hostile, or offensive working [or educational] environment.

As indicated by the definition above, a faculty member or supervisor may be guilty of sexual harassment if he or she unfairly exploits the power inherent in his or her relationship to students or subordinates. Sexual harassment may also take place in situations in which coercion is a factor between persons of the same status (e.g., student/student, faculty/faculty, staff/staff, administrator/administrator) or in which a subordinate acts coercively toward a person of higher position (e.g., a student toward a faculty member, an employee toward a supervisor). It may involve the behavior of a person of either sex against a person of the other or same sex.

Further, sexual harassment may involve acts that are not themselves coercive but that create an environment that is hostile, offensive, or intimidating for an individual who has to work or study there. Such sexually harassing acts thus may affect not only the person who is their target, but also others in that setting who witness the acts.

The fact that someone did not **intend** to sexually harass another is generally not considered a defense to a complaint of sexual harassment. It is the **effect** and characteristics of the behavior that determine if the behavior constitutes sexual harassment. The University will consider charges of sexual harassment on a case-by-case basis. In determining whether conduct constitutes sexual harassment, the University will consider the facts of the incident or incidents as a whole, including the circumstances or context in which the incident(s) occurred.

Examples of Sexual Harassment

Listed below are some types of behaviors that, according to legal precedents, may constitute sexual harassment. This list is not exhaustive.

- (a) Physical molestations;
- (b) Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- (c) Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or academic status;
- (d) Offers of money or rewards for sex;
- (e) Unwelcome patting or pinching, constant brushing against another employee's or student's body; repeated brushes or touches;
- (f) Pressure for sexual activity, including repeated requests for social contacts after a person has indicated no interest;
- (g) Unwelcome and repeated verbal expressions of a sexual nature, including sexual commentaries about a person's body, dress, appearance, or sexual activities;
- (h) Unwelcome and repeated use of sexually degrading language, jokes, or innuendoes; unwelcome and repeated suggestive or insulting sounds or whistles; sexually suggestive phone calls;
- (i) Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or study area, that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.



Consensual Relationships

Although consensual relationships between persons of different power levels (i.e., between a faculty member and a student, or between a supervisor and an employee) do not constitute sexual harassment, they raise serious concerns and may lead to difficulties. Such relationships may give rise to claims of sexual harassment in one or more of the following cases:

1. Third parties are adversely affected in their academic or employment opportunities because of a consensual relationship between others;
2. A consensual relationship creates a hostile, offensive, or intimidating work or learning environment for third parties; or,
3. A consensual relationship ends, but one of the parties continues to pursue the relationship after being notified repeatedly that such conduct is no longer welcome. According to legal precedent, mutual consent may not be an adequate or acceptable defense against a charge of sexual harassment.

In a relationship that involves a power differential, the person in power (e.g., faculty, supervisor) must do the following:

1. Distance himself/herself from any decision that may reward or penalize the other individual.
2. Disclose the nature of the relationship to the appropriate administrative supervisor, who then will take steps to ensure equitable treatment for all concerned.

Complaint Procedures

I. Scope of Procedures

- A. These procedures cover cases where the alleged harasser is a University employee and the complainant is a student or University employee. All members of the University community, full-time and part-time, have the right to bring a complaint under these procedures.
- B. These procedures do not apply to the following:
 1. alleged harassment by students. These allegations are investigated and adjudicated by the Student Conduct Hearing Board (see p. 78)
 2. alleged harassment by persons from outside the University community (contractors, visitors, vendors, etc.) (see AA/EEO Officer and/or University Police)

II. Definition of University Community

For purposes of these procedures, the "University of Mary Washington community" refers to all students, teaching faculty, administrative faculty, classified staff and hourly employees.



III. Options for Resolving Complaints

1. A person wishing to bring a sexual harassment complaint can use the informal procedure and/or formal procedures.
2. The purpose of the informal procedure is to resolve the complaint as quickly and simply as possible.
3. The purpose of the formal procedure is to resolve complaints through official channels. Sanctions are possible only through the formal procedure.

IV. Definition of Working Days

"Working days" refers to the normal work schedule (Monday through Friday, excluding official University holidays). If either party is a student or teaching faculty member, the procedures may be suspended during times when classes are not in session by written consent of both parties.

V. Multiple Complainants

For purposes of these procedures, the term "complainant" refers to one or more persons bringing a complaint against an individual.

VI. Confidentiality

Individuals involved in matters arising under these procedures will take all reasonable steps to ensure confidentiality. Names of the complainant and the alleged harasser will not be released without their consent. Breaches of confidentiality may be deemed to be a violation of this policy for University employees or a violation of the conduct policy for students.

Informal Complaint Procedure

I. Purpose

- A. The purpose of the informal complaint procedure is to resolve the complaint as quickly and simply as possible. The use of the informal complaint procedure is optional. It is not a prerequisite to exercising rights available to the complainant under the formal complaint procedures or other avenues of redress.
- B. The University cannot take disciplinary action against an alleged harasser under the informal complaint procedure. Disciplinary action is a sanction available under the formal complaint procedures.

II. Procedure

- A. The President annually appoints faculty, staff, and students from the University community to serve as contact persons under this policy. These individuals receive specific training on sexual harassment issues, including this policy, the handling of complaints, and the legal ramifications of sexual harassment. Complainants are encouraged to seek out one of the designated contact persons to address their concerns. Contact persons counsel complainants about the options available to them under this policy, hear specific complaints of sexual harassment, refer complainants to appropriate resources, and, if requested by the complainant, assist in resolving informal complaints.
- B. Resolutions of informal complaints may include a conversation between the contact person and the alleged harasser, a letter written to the alleged harasser, or other informal actions. Informal complaints do not require a written statement from the complainant. In no case will a contact person inform the alleged harasser of the complainant's identity without the written consent of the complainant.
- C. The use of the informal complaint procedure does not preclude an individual from using the formal procedures.

Formal Complaint Procedures

I. Purpose

The purpose of formal complaint procedures is to resolve sexual harassment complaints through official channels.

II. Filing the Complaint

- A. Formal complaints must be filed with the AA/EEO Officer within one calendar year from the date of the alleged harassment. The complainant must be (or must have been) a member of the University community at the time of the alleged harassment.
- B. The complaint must be in writing and must be signed. It must describe the alleged behavior and state the remedy sought.
- C. Within three working days of receiving the complaint, the AA/EEO Officer will give the alleged harasser a copy of the complaint.
- D. Within ten working days of receiving this notification, the alleged harasser must submit a written response to the AA/EEO Officer. During this same period, both parties may also submit written statements from witnesses or other persons involved in the case. The AA/EEO Officer will provide copies of all documentation to the other party for review.
- E. Following the submission of written materials, the complainant may decide to pursue either a negotiated settlement of the complaint or a panel procedure. Either party retains the right to refuse participation in a negotiated settlement and proceed to a panel procedure.

III. Negotiated Settlement Procedure

- A. A complainant starts the negotiated settlement procedure by notifying the AA/EEO Officer in writing. The Officer immediately seeks the alleged harasser's willingness to pursue a negotiated settlement. The alleged harasser must respond in writing to this request within five working days. If the alleged harasser agrees to pursue a negotiated settlement, the AA/EEO Officer has 20 working days to negotiate the settlement. If the alleged harasser does not respond or agree, the complainant may initiate the panel procedure.
- B. The AA/EEO Officer will meet separately with each party to discuss the complaint and the response, and to try to work out a settlement. Either party may also bring an advocate to his or her meetings with the AA/EEO officer. But the complainant and the alleged harasser will not meet face-to-face as part of the negotiations.
- C. Any negotiated settlement must be approved in writing by the complainant as well as the alleged harasser, his/her supervisor, the AA/EEO Officer, and any other appropriate administrators. If the appropriate administrators do not approve the settlement, the parties may elect to start the procedure over again, or they may initiate the panel procedure.
- D. A complainant who pursues negotiated settlement reserves the right to the panel procedure if a settlement is not reached.
- E. If a settlement is reached, the AA/EEO Officer is responsible for implementing it. The AA/EEO Officer will keep the complainant fully informed of the status of the settlement until its terms are satisfied. Should the complainant inquire in writing about the settlement's status at any time, the AA/EEO Officer must respond in writing within ten working days.

IV. Panel Procedure

- A. Initiating the Procedure
 1. A complainant initiates the panel procedure by notifying the AA/EEO Officer in writing.
 2. The Vice President for Academic Affairs chairs the panel. He/she informs both parties, in writing, of the time and place of their panel interviews.
- B. Panel Membership
 1. At the beginning of each academic year, the Vice President will generate a panel candidate pool, consisting of 35 full-time, continuing University employees chosen at random and proportionately representative of the teaching faculty, the classified staff, and the administrative faculty. These employees will receive training in sexual harassment law, policy, and procedures.
 2. When a complainant initiates the panel procedure, the President will, within five working days, choose 15 persons from the candidate pool and send their names, in writing, to both parties.
 3. Within five working days from the President's notification, each party may disqualify up to two candidates from the President's list by notifying the President in writing.
 4. Within five working days after receiving the names of disqualified candidates, the President will appoint a panel of five members from among the remaining candidates.
- C. Panel Interviews and Recommendations
 1. Within 15 working days from the assembly of the panel, the panel will interview each party. These interviews will take place separately, and each party may bring his/her advocate to the interview. The interviews are not intended to be conducted as a court proceeding, and the panel is not bound by the technical rules of evidence. Although the two parties will not face each other, each party will hear the interview of the other party via live audio. A record will be made of all panel interviews.
 2. Each party may submit names of witnesses and/or additional written statements to the panel during this 15-day period. The parties may agree in writing to a reasonable extension of this time frame.
 3. If the panel desires, the Vice President may request written statements from the witnesses. The panel may decide to interview some or all of these witnesses, and each party will hear these interviews via live audio, if they so choose.
 4. The panel may solicit additional information from the witnesses, alleged harasser, and/or the complainant, in order to make a decision.
 5. Following the interviews and a review of the evidence, the panel will render a judgment by majority vote (three votes). If, in the judgment of the panel, sexual harassment has occurred, the panel will recommend an action or actions, also by majority vote. The Vice President only votes in case of a tie.
 6. The Vice President submits the panel's recommendation(s) to the President and the parties within five working days of the panel's decision(s). Recommended actions may include, but are not limited to, the following:
 1. written warning
 2. suspension
 3. probation
 4. termination



5. change of position or assignment
6. required attendance at a sexual harassment training program
7. required participation in counseling

D. Resolutions

1. Either party may file a letter of exception with the President protesting the panel's recommendation(s) within five working days.
2. Within five additional working days, the President will inform both parties, in writing, of his or her decision(s).
3. If the President applies a sanction, the Vice President will keep the complainant fully informed of the implementation of that sanction until all terms are satisfied. The complainant may write to the Vice President regarding the implementation of the sanction, and the Vice President must respond in writing within 10 working days.

E. Related Issues

I. Other Legal Recourse/Remedies

- A. Members of the University community whose complaints are not resolved to their satisfaction through these procedures (or who have complaints which are not addressed herein) may use other avenues of redress available under the Civil Rights Act of 1964 or with the Commonwealth of Virginia.
- B. Applicable federal law is found in Title VII and Title IX of the Civil Rights Act of 1964. Title VII, which addresses discrimination in employment, is under the auspices of the U.S. Equal Employment Opportunity Commission (EEOC); Title IX, which governs discrimination in educational programs and/or opportunities, falls under the auspices of the Office of Civil Rights of the U.S. Department of Education.
- C. State law can be accessed by contacting the Virginia Office of Equal Employment Services regarding discrimination in employment, or the Virginia Council on Human Rights for other types of discrimination.

II. Other Forms of Discrimination

This policy addresses sexual harassment as a form of sex discrimination. For complaints of other types of discrimination, such as discrimination based on age, race, national origin, marital status, etc., contact the AA/EEO Officer of the University for assistance.

III. Retaliation

Retaliation against an individual as a result of that person's seeking redress under this policy is expressly prohibited. Any person who thinks he/she has been the victim of retaliation should contact the AA/EEO Officer of the University for assistance.

IV. False Allegations/Malicious Complaints

A person who knowingly makes a false sexual harassment allegation may be subject to disciplinary action in accordance with State and/or University policies and procedures.

Smoking Policy

Smoking of tobacco at the University of Mary Washington is prohibited in all buildings except in areas identified by "Smoking Permitted" signs. All residence halls, including the University Apartments, are entirely non-smoking. No smoking is permitted within 50 feet of residential buildings. In all cases, the right of the nonsmoker to protect his or her health and comfort will take precedence over an individual's desire to smoke. The University will provide smoking cessation programs for those who are interested.

Statement of Non-Discrimination

The University of Mary Washington is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. The University does not discriminate on the basis of race, color, religion, physical disability, national origin, political affiliation, marital status, sexual orientation, sex (except in housing), or age in admitting and housing students, awarding grades or in employing and promoting faculty and staff members. It is expected that each student who enrolls and each employee at the University of Mary Washington will uphold these ideals of equality. Questions in these matters should be directed to AA/EEO Officer, Fairfax House, Fredericksburg, VA 22401-5300, or call 540/654-1046, TTY 654-1104.

Student Grievance Procedures

This procedure is for Resolving Allegations of Discrimination under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990

The University of Mary Washington is committed, by policy of the Board of Visitors dated February 11, 1978, to equal employment and educational opportunities for all persons and does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age (except where sex or age is a bonafide occupational qualification). The University recognizes, however, that allegations of discrimination



may arise and that procedures for addressing them in a prompt, orderly and equitable manner should be available. The procedures that follow outline the processes and steps that have been established by the University to address specific allegations of discrimination.

Scope of the Procedure

This grievance procedure is available to any student at the University of Mary Washington who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the University, which alleged action negatively affects the education or work activity of the student. The complaint or allegation must be based on one or more of the discriminatory factors listed in the preceding paragraph. This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty members over grades or grading policies, and student campus housing policies shall be referred to other established procedures for resolution. These procedures may be found in the current *Student Handbook*. However, if discrimination on the part of one or more persons serving in an official capacity of the University is part of the allegation, these Student Grievance Procedures may be utilized.

Nothing in this grievance procedure is intended to prohibit an individual from filing an allegation of discrimination with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, the U.S. Department of Justice, or other appropriate federal agencies. Utilization of this grievance procedure should not be considered a prerequisite to the pursuit of other federal or state remedies. For questions or further information, contact the University Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer in the Office of Human Resources (Fairfax House).

Procedures

A student with a complaint must meet with the University AA/EEO Officer or his/her designee within ten (10) working days after the event that gave rise to the alleged violation. One purpose of the meeting is for the University AA/EEO Officer to determine whether or not the allegation is one that comes within the purview of these procedures. A complete copy of the grievance procedure is available from this office (Human Resources, Fairfax House).

Use of the Mary Washington Name, Logo, and Medallion

No member of the University community, student or faculty group, club or organization, or non-University group, business or individual may use the name "Mary Washington College," "College of Graduate and Professional Studies," or "University of Mary Washington," or the logo, medallion, or mascot symbol, as part of its title, name, or designation, or in the title or name of any publication or for advertising purposes of items or goods or on a bank account without prior written approval from the Office of Publications, Centre Court.

Virginia "Freedom of Information Act"

All requests for University-related information, utilizing provisions of the Virginia "Freedom of Information Act (FOIA)," must be directed to the Office of University Relations and Communications. Students can complete a FOIA form online at www.umw.edu/policies/foia. Under FOIA, the University may charge for the actual costs of copying and search time. In any single academic year, there will be no charge for copying under 25 pages or less than one hour of search time. The cost of copying 25 pages or more will be 10 cents per page and the cost of one hour or more of search time will be \$8.71 per hour. If the information requested requires calculations, research or analysis, search time will cost \$14.87 per hour. These rates are based on state compensation guidelines and, therefore, are subject to change. Custodians must document the actual costs of copying and search time.

Withdrawals

There are two types of withdrawal from the University. Voluntary Withdrawal is a procedure initiated by the student; Administrative Withdrawal is an action taken by appropriate authorities of the University.

Administrative Withdrawal: When the withdrawal of a student from a semester is required by action of the Honor Council or as a result of official administrative action, such involuntary withdrawal is termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled is not eligible for readmission or refund of any fees except the balance of a meal plan, if applicable.

Withdrawal for a Term, Voluntary: Ceasing to attend classes does not constitute a withdrawal and may result in failing grades as well as additional charges. Students who wish to drop or withdraw from all of their courses are voluntarily withdrawing from study for that term.





Such withdrawals must be completed by the last day of class for the session or term. If students have received grades in a completed session of the term, they are not eligible to withdraw. In this case, students may drop courses registered for in the upcoming session; however, they are subject to drop policies for the courses, and grades received for courses in completed sessions will be recorded as part of the student's permanent academic record for the term.

In order to withdraw from a semester, students must do the following:

1. Complete the official withdrawal form in the Office of the Registrar.
2. Obtain clearance from designated officials of the University.
3. Pay all outstanding financial obligations to the University.
4. Officially check out of the residence hall and return the room key to the Assistant Director or Head Resident within 48 hours of withdrawal.

Courses will appear with a grade of "W" on the permanent record if the student withdraws after the third week of the term.

A student who fails to withdraw properly may incur additional charges and may receive failing grades. Students are fully responsible for all outstanding charges on their accounts. Students will not be permitted to return to the university or register for courses until their account is cleared. Students living in the residence halls must vacate their rooms if they withdraw for the term.

A degree student who withdraws may return to study within three terms, without applying for readmission to the university, if the student's cumulative grade-point average is 2.0 or higher, the student's account is in good standing, and all other obligations to the university have been met. Any student in good standing who plans to return should request a Leave of Absence at the time of withdrawal. A student who withdraws under accusation of a drug-related or sexual misconduct-related offense, is not eligible for readmission. If a student withdraws with a cumulative GPA under 2.00, without taking a leave of absence, the student must appeal to the Committee on Academic Standing for reinstatement. If a student is withdrawn for more than three consecutive terms, the student must apply for readmission. Any refunds due at the time of withdrawal are based on the refund schedule for the term published in the University's Guide to Registration.

Withdrawal from the University: Students who discontinue attendance for three consecutive semesters or more (including a term in which the student withdrew from the University) are no longer considered to be in a degree program at the University and are withdrawn from the University. Students who wish to return to study must reapply for admission.

Refund of Tuition/Fees

Refunds for tuition and fees are prorated based on the withdrawal date. The withdrawal schedule is posted to the student accounts web page each semester. Non-payment or non-attendance does not serve as a student's notice of cancellation or withdrawal. Students must follow the University withdrawal procedure in order to get the appropriate refund of tuition and fees.

Student Affairs

Mission

Student Affairs has as its mission to create an out-of-class learning experience for students that complements the academic program by integrating educational and entertainment components. To that end, Student Affairs created an experiential program built on three "pillars." These include providing opportunities for students to develop, learn, or improve upon leadership skills, citizenship and interpersonal skills, and wellness related skills. All the programming and services offered by such varied Student Affairs units as Student Activities, Residence Life, Judicial Affairs and Community Services, Campus Recreation, the Health Center, Counseling and Psychological Services, and Career Services are designed to enhance the complete student experience at UMW.

Citizenship in the University Community

Students at the University of Mary Washington have dual citizenship. They belong to society as a whole, including the local community, and to the campus community of faculty, staff, and students. In both those environments, respect for others is the norm and rational, mature behavior is expected. Voluntary entrance into the community implies acceptance by the student of University regulations, and failure to observe these expectations will submit the student to disciplinary action through an established judicial process. Off-campus students will also be subject to civil authorities for any violation of law. All students represent UMW when off campus. Occasionally the administration receives calls about off-campus students who create problems for their neighbors (e.g., trash, traffic, noise); however, most commuting students are thoughtful and considerate of their off-campus neighbors and are a credit to the University.

Alcohol Policy

Principle on Which This Policy is Based

The laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume, or possess any alcoholic beverage; and that persons over 21 have these rights, but are prohibited by law from obtaining alcoholic beverages for the purpose of reselling or providing them to anyone under 21 years of age.

The University also prohibits intoxication by students of any age on campus. Students who violate this rule are subject to sanctions. Those exhibiting symptoms of on-going substance abuse or addiction may also be required to have a substance abuse assessment.

The University endeavors to ensure that alcohol consumption by students on campus is handled maturely, responsibly, and in conformity with the law.

Serious and/or repeated violations of the University Alcohol Policy may lead to probation, suspension, or expulsion.

Persons requesting alcohol-related information or services may contact the Counseling and Psychological Services Center, Office of Residence Life, or the Office of Judicial Affairs and Community Responsibility.

See p. 74 for policy on Parent/Guardian Notification of Alcohol Violations.

Definitions:

University-controlled public spaces: Those areas on campus for which the University has obtained (or can obtain) Alcoholic Beverage Commission licensing for the sale or service of alcoholic beverages. Included are the Campus Center and Kalnen Inn.

Intoxication: A student is determined to be intoxicated by instrumentation (e.g., AlcoSensor, blood test, breathalyzer); or by behavioral or physical manifestations, or failure of field sobriety tests. Any student under the age of 21 with a blood alcohol level of 0.02% or higher will be considered intoxicated. Intoxicated students may be transported to Mary Washington Hospital or arrested by the University Police.

Possession of alcohol: A student is considered to be in possession of alcohol if it is on his or her person or in his or her residence hall room.

Private spaces: Student rooms in University residence halls. All other space on the University of Mary Washington campus is considered to be public.

Elements of Policy

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in upper-class residence hall rooms. These beverages may be served to other persons, who are also 21 years of age or over, in upper-class residence hall rooms. Underage students may not be present, unless they are residents of the room.
2. No student under 21 years of age may purchase, possess, or consume alcoholic beverages of any type on the University of Mary Washington campus.
3. No student shall possess or be under the influence of alcohol while operating or traveling in any Mary Washington or state-owned vehicle.





4. Beer is the only alcoholic beverage that may be sold on campus by the food service company or other agents of the University.
5. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged.
6. Beer must be served only in beer cans or bottles at any function where students of both legal age and underage are present.
7. Food services may sell keg beer at their regularly licensed location — the Eagle's Nest.
8. Host responsibility applies to a residential student who is present and/or aware that his/her guests are engaged in underage consumption of alcohol within the host's room, or of-age intoxication which resulted from consumption within the host's room. Likewise, host responsibility includes ensuring that underage guests do not possess or consume alcohol on campus and that guests of any age do not become intoxicated.
9. No alcoholic beverages may be consumed in public on the University of Mary Washington campus, nor may open containers of alcoholic beverages be transported in or upon public spaces. Alcoholic beverages are not permitted at any athletic contest, game or match.
10. No of-age persons (including parents) are permitted to bring alcoholic beverages into residence hall rooms where all assigned occupants are under the age of 21, or into any first-year residence hall. Of-age staff members residing in a first-year hall as a condition of their employment are allowed to bring alcoholic beverages into their room. Empty alcohol containers (decorative or otherwise) in rooms of underage individuals do not constitute a violation of the University's Alcohol Policy, but they do constitute a violation of the residence hall policy. Similarly, beer pong tables or devices associated with unsafe consumption of alcohol do not constitute a violation of the University's Alcohol Policy, but they do constitute a violation of the residence hall policy.
11. Violations of this policy will be reported to the Director of Judicial Affairs and Community Responsibility or designee who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are dealt with.
12. Seriously intoxicated students will be referred to the University Police. Any student who is unresponsive or otherwise thought to be in danger of serious acute alcohol poisoning will be referred to the Emergency Room at Mary Washington Hospital for treatment. Violations of the policy against intoxication on campus are reported to the Director of Judicial Affairs and Community Responsibility or designee.

Directives from University Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from a University official:

1. to identify oneself;
2. to come to the office of the official;
3. to leave a gathering when asked to disperse; or,
4. to comply with any other reasonable request made by an official or faculty member in the discharge of his/her responsibilities.

University officials have the right to stop and question any person entering the residence halls to determine his or her purpose for being there. A student is required to, upon request, provide the full name of his or her guest to any of the following authorities: University administrators, University Police, and Residence Life staff. Failure to comply constitutes a violation of University policy with penalties ranging from a warning to dismissal from the University.

Disorderly or Obscene Conduct

No student shall be involved in disorderly or obscene conduct at University-related events, on University property, or in University-owned buildings (including classrooms and residential units) or vehicles. Such conduct includes, but is not limited to: fighting, creating a disturbance, obscene language, verbal or physical harassment, making excessive noise. Disorderly or obscene conduct should be reported to the Office of Judicial Affairs and Community Responsibility, or, in urgent situations, to University Police.

Drug Policy

Mary Washington does not tolerate the possession or use of, or being under the influence of, illegal drugs on campus or while operating or traveling in any Mary Washington or state-owned vehicle.

The University prohibits the possession, use, providing for other's use, manufacturing, and merchandising of illegal drugs. The possession of prescription drugs without a doctor's prescription, and the use of prescription drugs in a manner inconsistent with the prescription also are prohibited. **Violation of these policies will result in expulsion from the University.**

For the purpose of this regulation, drugs are defined as including, but not limited to: marijuana, cocaine, crack, ice, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens except when taken under a physician's prescription in accordance with the law.

Students who wish to seek counseling concerning the use of drugs are reminded that the Director of Counseling and Psychological Services and the University Physician are available for such help. Conferences with these persons are confidential, subject to the standards of privacy established in the medical and counseling professions. Others, including the Dean of Student Life, and the Director of Residence Life are also available to help students.

Students are strongly advised against the use or possession of legal drug analogues, including but not limited to so-called "legal marijuana substitutes" and "herbal Ecstasy." The University investigates all suspected violations of the drug policy, and individuals performing authorized searches will take possession of suspicious materials, even though they may subsequently be found to be legal. Also, students are advised that the health risks associated with many of these analogues are not fully understood at this time.

Hookahs and similar smoking devices are not permitted on campus.

Drug Search and Seizure Procedures

When alerted to a possible violation of the drug policy, Residence Life staff members will investigate using the following guidelines:

Plain View: Resident(s) Present in the Room – Residence Life staff will contact the University Police supervisor on duty and explain circumstances. The supervisor will determine whether a criminal search or an administrative search and seizure is indicated. Residence Life staff members will announce/introduce themselves, state the reason for the room check, ask the resident(s) to confirm or deny the presence of drugs and, if confirmed, ask who is responsible. Materials in plain view will be confiscated by the staff members, a thorough search of the room will be conducted, and University Police will be called to collect the material. An Incident Report will be written and distributed to appropriate administrators (i.e., Asst. Director, Director of Residence Life, Dean of Student Life).

Plain View: Resident(s) Not Present – Residence Life staff will contact the University Police supervisor on duty and explain circumstances. The supervisor will determine whether a criminal search or an administrative search and seizure is indicated. In an administrative search and seizure, the Residence Life staff members will enter the room and confiscate any drugs in plain view. No search will be conducted at that time, but the room will be secured. When residents return, they will be directed to another location and the situation explained to them. Further searches may be conducted at that time, at the direction of University Police.

Administrative Search – After approval by the Vice President for Student Affairs or designee, an administrative search and seizure will be conducted by appropriate Residence Life or administrative staff members (i.e., Asst. Director on-call, Director of Residence Life, Dean of Student Life, or Senior Staff administrator on-call) accompanied by a University Police officer. The Residence Life staff members present will knock on the door, introduce themselves by name and title, key-in, and enter the room. The police officer will remain outside the room to provide assistance if necessary. The staff members will introduce all personnel to the resident(s), state the purpose for the search, and explain that the officer is present in an administrative capacity to take possession of any illegal drugs found in the room. Staff members will ask the resident(s) to confirm or deny the presence of drugs and, if present, to identify the responsible person. A thorough search of the room will be conducted. Any drugs found will be handed to the officer outside the room. This procedure will be followed whether residents are present or not present in the room. Resident(s) will be informed that an Incident Report will be written, the substances found will be analyzed by the police, and that they must schedule an appointment with the Director of Judicial Affairs and Community Responsibility. Residents should be referred to the judicial process hearing procedures explained in the *Student Handbook*.

Drug Free School Zone

On April 11, 1992, the following resolution was unanimously adopted:

"Resolved by the Rector and Visitors of the University of Mary Washington **that the campus of the University of Mary Washington is hereby designated a 'drug free school zone.'**" This action, which applies the provisions of the *Code of Virginia* Sec. 18.2-255.2 to the University of Mary Washington campus makes it unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, or marijuana at any time while upon the property, including buildings and grounds or upon property open to public use within 1,000 feet of University property. Nothing in this resolution shall prohibit the authorized distribution of controlled substances.

Violation of the provisions of this resolution and the *Code of Virginia* shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than \$100,000. However, if such person proves that he sold such controlled substance or marijuana only as an accommodation to another individual and not with intent to profit from any consideration received, or to induce the recipient or intended recipient to use or become



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addicted to or dependent upon such controlled substance or marijuana, he shall be guilty of a Class 1 misdemeanor.

Prosecution under the provisions of this section of the *Code of Virginia* does not preclude the enforcement of other University regulations concerning the possession and/or use of drugs or drug paraphernalia.

Mental Health Policy

The Mental Health Policy addresses inappropriate student behavior on campus, the classroom, and/or in the residence halls. Its goal is to assist students in accessing resources that will help them meet expected University behavioral standards and succeed academically, personally and socially. The MHP complements the University judicial system and the Honor Code and, when invoked, is not considered a sanction, but, rather, a supportive resource.

A student's status at the University will be reviewed if the student's behavior meets one of the standards described below AND there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem. Specifically, the Mental Health Policy may be invoked when:

1. The student has engaged, or threatened to engage, in behavior constituting a disciplinary or honor offense as defined in the *Student Handbook*, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
2. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
3. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem emotional problem, or substance abuse problem.

When a student's behavior does meet one of the above standards, the Dean of Student Life will meet with the student to:

- review the behavior(s) in question.
- clarify appropriate behavioral expectations with the student.
- discuss resources to assist the student in meeting behavioral expectations.
- develop a written action plan which may include a behavioral contract to assist the student in meeting behavioral expectations.

As part of the action plan, the Dean of Student Life may, after consultation with the Mental Health Assessment Committee, refer the student for a mandatory psychiatric, psychological or substance abuse evaluation. The mandatory evaluation may be requested as part of the original action plan or at any time during which the student is subject to the procedures of this policy.

With the consent of both the student and the Counseling and Psychological Services (CAPS) Center, the evaluation will be performed by a CAPS psychologist. In those instances where either the student or CAPS so requests, the evaluation will be performed by an independent psychiatrist or psychologist who is appropriately licensed by the Virginia Board of Medicine or the Virginia Board of Psychology, by another licensed mental health professional, or a certified alcoholism counselor. Upon the recommendation of CAPS, the Dean of Student Life may specify that the independent evaluation be performed by a licensed psychiatrist or by a certified alcoholism counselor. Pending the completion of the evaluation, or at any point during which the student is subject to the procedures of the Mental Health Policy, the Dean of Student Life may bar the student from classes, University housing, or University property.

In those instances where the behavior of a dependent student falls under the standards of this policy, the party or parties responsible for the student's finances (according to University of Mary Washington records) may be contacted by the Dean of Student Life. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

The Mental Health Assessment Committee will then review the student's status at the University. The status review will result in one of the following:

- no action, or, if applicable, resumption of normal activities.
- continued enrollment and/or residence provided that the student continues to comply with behavioral expectations.
- involuntary removal from University housing.
- involuntary administrative withdrawal from the University. (Recommendation for this action is made to the President of the University.)

Further, invoking this policy does not mean that the student will necessarily be exempt from the regular disciplinary actions associated with the behavior in question according to the rules and procedures of the *Student Handbook*.



A student who has been involuntarily removed from University housing may reapply for residential status by petitioning the Mental Health Assessment Committee, providing documentation in support of his/her request for reinstatement. Also in cases of involuntary administrative withdrawal or removal from University housing, the student will receive a pro-rated refund of the housing and/or meal plan, as appropriate.

Notification Policy

All full-time, BA/BS degree-seeking undergraduate students, residential and commuting, will be officially notified of University information and deadlines through their assigned on-campus post office box or through email. BLS students are notified by mail to the home address on file with the Registrar's office.

Searches and Seizures

1. If University authorities have reasonable cause to believe that a University rule is being violated in a manner that prejudices the proper and efficient operation of the University or the welfare of the student body generally, University authorities may inspect the student's room for the purpose of investigating the violation. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings, then no search warrant is required. The Dean of Student Life, Director of Residence Life, or the Associate or Assistant Director may participate in an administrative search. The University Police may also observe an administrative search.
2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained. There are situations in which searches can be made of private residences without search warrants. Examples include: search of the area under immediate control of a person being arrested; plain view seizure of an illegal item; invasion of a resident's room in hot pursuit; and search made when it is not reasonably possible to get a search warrant.
3. Evidence observed by University personnel during search and seizure may be used in court during criminal prosecution, as well as in a University disciplinary proceeding.
(See also "Security at Events" and "Drug Search and Seizure Procedures.")

Security at Events

In an effort to protect the University community and its guests, the following policy concerning the electronic searching of attendees at certain special events on the campus shall be followed. Searches will not routinely be conducted at traditional University events scheduled for enrolled students only, where the general public is not invited; however, security must be present whenever money is being collected.

Search Criteria: Searches will be conducted at any event where one or a combination of the following conditions exist:

1. open to the general public.
2. an admission charge is collected.
3. entertainer contract specifies that a search be conducted.
4. a person with dignitary protective coverage is in attendance.
5. police have received adverse intelligence information concerning the group performing or activity to be engaged in on campus.

This policy shall be carried out in a consistent and fair manner without preference.

The searches described in this policy include, but are not limited to, the use of walk-through or hand-held metal detectors.

Sexual Misconduct Policy

The University of Mary Washington community will not tolerate sexual misconduct in any form, including acquaintance rape and stalking. Nor will it tolerate aiding another in the commission of any form of sexual misconduct. These are serious violations of the Mary Washington Statement of Community Values and constitute violations of University regulations, which are punishable through the judicial system. This policy may apply off campus as well as on if a University of Mary Washington student is involved in such an incident and is attending a University-sponsored event as a student. This policy will also apply in any situation where the University has reasonable cause to believe that the safety and welfare of the University community requires action pursuant to this policy.

Sexual misconduct includes: rape; forcible sodomy; forcible cunnilingus or fellatio; sexual penetration with an inanimate object; fondling or touching an unwilling person's genitalia, groin, breast or buttocks (covered or uncovered); or forcing an unwilling person to touch another's intimate parts (genitalia, groin, breast or buttocks). More specifically, sexual misconduct includes acquaintance rape/sexual misconduct, defined as any of the aforementioned acts undertaken by a friend or acquaintance without consent, or when the victim is incapable of giving consent,



such as when the victim is physically or mentally incapacitated by alcohol or other drugs. Sexual misconduct occurs when a person is subjected to any of the above acts against his/her will, either by force, threat, intimidation, or through use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Aiding another in the commission of any of the aforementioned acts, whether by physical restraint or otherwise rendering a person incapacitated, shall also be a violation of this policy. The recording or broadcasting of sexual activity without the consent or knowledge of parties involved shall be considered a violation of this policy.

Sexual misconduct also includes stalking. Stalking is defined under Section 18.2-60.3 of the Virginia Code and includes any behavior, directed at another person, on more than one occasion, that the actor intends, knows, or reasonably should know, places the other person in reasonable fear of death, criminal sexual assault or bodily injury to that person. *Examples of stalking behaviors include but are not limited to the following: non-consensual communication, including face-to-face, telephone calls, voice messages, email, written letters, unwanted gifts, threatening or obscene gesture, pursuing or following, surveillance or other observation, trespassing, vandalism, and non-consensual touching.*

Campus Services

A tragic outcome of campus sexual assault is that most students remain silent. In fact, because the act is often perpetrated by a trusted acquaintance, many students do not recognize that they have been assaulted. These silent victims can experience profound and long-lasting changes in their lives – psychologically, socially, developmentally, and academically.

The University of Mary Washington recognizes the need to be responsive to the problem of sexual assault on campus and is committed to providing programs/services that are both educational, preventive, and remedial in nature. The goal is to increase awareness and educate the entire campus community as well as to provide an environment which assists the victim in the recovery process.

Education and Prevention

The University realizes the importance of professionally trained staff and encourages participation in training in sexual assault issues on an annual basis. Residence Life, Counseling and Psychological Services, Health Center, and University Police staffs, in particular, are prepared to respond appropriately in the event of a student assault. They are trained regarding the prevalence of sexual assault, how and where it happens, its impact on the victim, the role of alcohol and drugs, and appropriate action to be taken when an assault occurs.

Education for the student body at large is accomplished through the distribution of educational materials; class, organizational, and residence hall programming, including a mandatory first-year program; and special campus-wide events.

Campus security has been enhanced through installation of security telephones at outlying areas of the campus and the provision of an evening escort service. University Police provide information to students stressing the importance of residence hall security and encourage reporting of sexual assaults on campus. Police also report incidents of sexual assault according to the Crime Awareness and Campus Security Act of 1990.

Remedial Services

The University provides services to students who are victims of sexual assault. The written protocol for responding to sexual assault cases will guarantee that victims receive needed information and access to treatment, and that appropriate personnel are notified when a sexual assault occurs. These services assist the student in dealing with the medical, psychological, judicial, and academic implications of the assault.

Residence Life: If a residence hall staff member is notified of an assault, he/she can assist the victim in obtaining necessary services (Health Center, Counseling and Psychological Services (CAPS), Police, Rappahannock Council Against Sexual Assault). The Residence Life professional on-call will accompany the student to the Health Center, where any services needed may be initiated. Residence Life professional staff can also provide follow-up as the student returns to the residence hall. All Residence Life staff will maintain strict confidentiality. Resident Assistants are required to notify the Residence Life professional on-call if a student has been assaulted so that the student will receive professional assistance in accessing services. RCASA may be accessed through Residence Life staff, the Residence Life Office (654-1058) or by calling 371-1666 at any time.

Health Center: For immediate medical attention, a student may be taken to the campus Health Center during regular operating hours, or to the Mary Washington Hospital Emergency Room if the Health Center is closed. At that time a determination will be made as to immediate medical needs and whether or not further treatment is required. In the event the student wishes to have physical evidence collected for possible future legal action, this exam must be performed by specially trained hospital personnel. Health Center staff can discuss with the victim the risks of sexually transmitted diseases and pregnancy. They will also ask the victim if he/she would like to speak with someone from the University of Mary Washington Counseling and Psychological Services (CAPS) or the local RCASA and arrange contact with an advocate.



Counseling and Psychological Services (CAPS): The University of Mary Washington CAPS staff provides on-call services to the Health Center and Residence Life in the event of a sexual assault or other crisis situation. A victim may also initiate contact directly with CAPS to obtain help in dealing with the aftereffects of the assault. The staff can provide support as the victim deals with the emotional/psychological impact of the assault, as well as assist him/her in decision-making regarding reporting of the assault, contacting parents/significant other, modifications in living arrangements, handling academic schedules/commitments, etc. The CAPS Center can provide follow-up services to the student or help him/her connect with an advocate from Rappahannock Council Against Sexual Assault and/or a mental health referral in the local community. Services are also provided to students who come to CAPS for other reasons and in the course of treatment disclose a rape or sexual assault. Strict confidentiality is maintained throughout the process.

University Police: A rape that occurs on the University campus is both a criminal violation and a violation of University codes of student conduct. Students are encouraged to report the assault to University Police, and may do so anonymously, even if they do not intend to press charges. Members of the University of Mary Washington community other than the victim may also file an anonymous third party report of the assault which does not name the victim or alleged perpetrator. This report increases police awareness of crimes on campus and helps them to focus prevention efforts on these areas. The University Police will assist the victim in filing a police report of the assault as well as provide information about the procedure for criminal prosecution and will coordinate meetings with the local Commonwealth Attorney and Victim Assistance Director. The police will conduct an investigation of the alleged crime and keep the victim informed as to the findings. The University Police Office will also make any necessary referrals to campus and/or local agencies to assist the victim.

Dean of Student Life: The Dean of Student Life or designee will provide information to the victim about options for pursuing a charge against the assailant through the University judicial process. In addition, in conjunction with the Director of Residence Life, options for modification of living arrangements will be provided if the victim and accused live in the same residence hall or in close proximity to one another. The Vice President for Student Affairs, Dean of Student Life, or Director of Judicial Affairs and Community Responsibility may also issue a "no contact" order (see p. 75) to help ensure that the victim is not harassed by the alleged assailant.

Prosecution and Adjudication Procedures

We strongly encourage students who have been sexually assaulted to report the crime, either for adjudication within the University of Mary Washington system and/or prosecution through the local justice system. Reporting the assault enhances the victim's recovery and makes possible the receipt of needed services. Reporting also may prevent future assaults on other women/men by the victim's assailant. A University of Mary Washington student who has been assaulted has the option of prosecuting his/her assailant within the University judicial system. This process is initiated by contacting the Dean of Student Life. The Dean of Student Life or designee will then initiate the Student Conduct Hearing Board process. This procedure is detailed in the *Student Handbook*. The Student Conduct Hearing Board will be trained annually regarding the appropriate handling of sexual assault cases. Throughout the disciplinary process, the victim is assured the following rights:

1. The right to have a person of her/his choice accompany her/him throughout the disciplinary process (including the hearing).
2. The right to have the proceedings remain confidential.
3. The right to be present during the entire proceeding, except during deliberation.
4. The right, as established in state criminal codes, not to have her or his sexual history discussed during the hearing, except as it relates to the specific incident in question.
5. The right to relate her/his account of the incident, to question the accused student, and to make a "victim impact statement."
6. The right to a closed hearing.
7. The right to be informed of the outcome of the hearing.

Victims who may have been in violation of the University's alcohol policy leading up to or during the assault – for example, a victim who was intoxicated – will not be charged with such violations by the University's judicial system. It is the University's intention to assist victims in holding their alleged assailants accountable for their actions, and to remove barriers to reporting and adjudicating sexual misconduct.

Students have the option of prosecuting the assailant criminally or civilly instead of, or in addition to, the University of Mary Washington Student Conduct Hearing Board. The University Police Office will assist students in criminal or civil prosecution.

Unauthorized Entry/Trespass

No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or University official except by permission or invitation of the



resident student, faculty member, or appropriate University official. Further, any unauthorized student entering a University-operated building or room that has been closed or locked shall be guilty of trespassing.

Individuals who are not University of Mary Washington students but who commit any of the above infractions may be prosecuted and prohibited from returning to the campus.

Weapons and Projectiles

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University. In addition, no student shall keep use, possess, display or carry any toy weapons which resemble any real weapons, any swords, any illegal knives, any explosives (including fireworks, sparklers) or any other such devices which could be used to threaten the safety or well-being of a person on any property or in any building owned or operated by the University.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging University or private property or causing personal injury or disruption.



Procedural Policies

Bicycles

Bicycle racks are provided outside of most residence halls and some classroom buildings. There is no space available for storage of bicycles during the summer months. Procedures for registering and storing bicycles on campus include:

1. All bicycles utilized by students on campus shall be registered by the Office of University Police. There is no charge for bicycle registration.
2. Cyclists are expected to show courtesy to all pedestrians on Campus Walk.
3. Cyclists are to provide pedestrians on Campus Walk with a verbal warning before passing.
4. Bicycles may not be stored or parked on campus walkways, steps, in building hallways, stairwells, doorways, or on stairs or wheelchair ramps.
5. Bicycles should be securely locked to racks when not in use.
6. Students may store their bicycles in their rooms between semesters, during semester vacations, and during other times according to individual community standards.

Facility Scheduling

Student organizations wanting to reserve space for on-campus activities may register online. From the UMW home page, search for "Facilities Reservation Calendar." Then select your desired venue. Review that calendar; if available, click the "Add Event" tab on the top right toolbar. Complete all information requested and then submit the form. Because several different University departments may be involved in supporting an event, please be sure to submit applications at least 10 days in advance. You will receive email confirmation if the site is reserved for you. Should there be concerns about safety or other special requirements, the University department involved in the request will notify the email contact provided on the application.

If the public is invited and/or money will be collected, then University Police must have a representative present. Any event involving prepared food must have a contract signed by the representative of Dining Services. Proposals may be submitted online at www.umwcatering.com. Any contracts with student organizations and entertainers, DJs, etc. must be signed by the director of the Office of Student Activities and Community Services (OSACS), which is in the basement of Seacobeck. Funding must have pre-approval through the Student Finance Committee.

Rules for use of equipment or space:

1. Space must be reserved at least 10 business days in advance. The event request form will be processed by OSACS, and the requesting student will be contacted. Space in residence halls must be reserved by the Assistant Director, Resident Director, or Head Resident. Any residence hall council or group engaging in campus-wide programming should consult the Director of Student Activities and Community Services to ensure proper implementation of contractual agreements. Large events should be booked as far in advance as possible.
2. Individuals or groups using equipment or space are required to return it in satisfactory condition. They are also responsible for all costs of cleaning and repair of the facility and equipment used. If overtime is involved, the sponsoring group will be billed accordingly.
3. Facilities will be scheduled on a first-come, first-served basis for student groups/organizations reserving space. The official function of Class Council and the Student Association Entertainment Committee (SAE) is to plan social activities for the entire campus; therefore, each has priority over other organizations requesting space. When a campus-wide activity is planned by Class Council or SAE, no other similar campus-wide social activity may be held simultaneously unless special permission is obtained from the Director of Student Activities.
4. Audiovisual equipment (not sound equipment) for non-academic uses must be ordered from Dodd Multimedia support. Audiovisual equipment for academic uses must be ordered from the Multimedia Center. Sound equipment must be ordered from the tech crew located in OSACS. Food service equipment must be ordered from Dining Services. If such items are lost, damaged, or stolen, said user will incur all replacement costs.
5. Equipment needs related to room furnishings (tables, chairs, lectern, etc.) are to be submitted in writing to Facilities Services no later than five business days before the event. If the event involves a large amount of equipment, at least 10 business days are required.
6. The student is reminded that regardless of where permission is obtained for the use of space or equipment (except for regularly scheduled classes, labs, and residence halls), confirmation for that space must be made by OSACS.
7. It is the policy of the University of Mary Washington not to rent its facilities to non-University individuals, organizations, and groups during periods of time when the University is in regular session. All non-University individuals, organizations, and groups desiring the use of University facilities must submit their requests in writing to the Office of Public Safety and Community Services, Brent House. This procedure includes the use of



space requested by University personnel for any off-campus organizations or groups. The procedures for scheduling University space for outside groups are:

- a. Request in writing the use of University facilities from the Office of Public Safety and Community Services, including the date, time, and place. This request must be made at least 30 business days prior to the event.
 - b. Should the event be cancelled, the Office of Public Safety and Community Services must be notified at least 72 hours prior to the scheduled event so that appropriate offices can be notified.
 - c. The sponsoring organization or individual will be billed by Food Services for any food and beverages requisitioned for the event; any charges already incurred for the rental will be determined by the Office of Public Safety and Community Services.
8. Student groups are responsible for setup and tear-down of facilities setups.

Posters, Signs, Notices, Banners, and Advertisements

These types of items must be reviewed and stamped by the Office of Student Activities and Community Services (OSACS) and may only be displayed on building bulletin boards, outdoor bulletin boards on Campus Walk and outside Seacobeck, standards, or on Seacobeck tables. **Items may be attached to bulletin boards only with appropriate materials such as thumbtacks, push pins, standard staples, masking or cellophane tape. Do not use heavy-duty or strapping tape, nails, or heavy-duty staples (as from staple guns).**

1. ALL posters, signs, notices, and advertisements must be stamped by the OSACS staff in Seacobeck Hall before posting.
2. At no time can anything be posted on lamp posts, trees, columns, walls, windows of buildings, or in stairwells of residence halls.
3. Campus Center/Campus Walk Bulletin Boards: Items for posting must be stamped by OSACS, placed only on bulletin boards, and will be removed every Monday morning.
4. Flyers for Seacobeck tables must be stamped by OSACS, must be half-page size (8 1/2 x 5 1/2), and will be removed every Sunday morning.
5. Items for posting in residence halls must be reviewed by the Asst. Director, Resident Director, or Head Resident, and attached to bulletin boards with appropriate materials (as noted above).
6. OSACS will specify where campaign banners may be displayed. Election banners may not be hung from roofs, porches, or windows of residence halls. (See the Student Government Assn. By-Laws for campaign rules.)
7. If an event is advertised off campus and it is appropriate to restrict age, this should be noted on posters/advertisements of the event.
8. The University may post signs and notices as needed for campus traffic, parking control, and to denote special University-wide occasions such as Homecoming and Family Weekend.
9. All posted materials must include contact information, (name and phone number or email) of the sponsoring club, organization, or individual.
10. No piece of publicity posted on the boards may be larger than 11x17 inches.

Selling and Solicitation

On-campus in the residence halls:

1. Sales and/or solicitation by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to or from individual student rooms by individuals who are not UMW students or staff.
2. Officially recognized student clubs, organizations or individuals may sell approved items in the residence halls according to community standards and with the permission of Residence Life staff.
3. Rooms are for student residence only and may not be used for commercial purposes. Residents may not perform babysitting services within the residence halls.

On-campus in other locations:

1. Outside organizations must receive prior approval from OSACS before conducting any business.
2. Officially recognized student clubs and organizations may sell approved items on campus. Organizations and individuals must receive prior approval from the Director of Student Activities for all campus sales.
3. Officially recognized groups may conduct raffles on campus in compliance with regulations of the City of Fredericksburg and University policies. Consult the Director of Student Activities for further information and approval.

Off campus: University clubs and organizations are not permitted to sell or solicit goods and materials at locations outside the University of Mary Washington campus without permission from the Director of Student Activities.



Off-campus vendors: Outside organizations must complete the vendor agreement form and receive prior approval from OSACS before conducting any business on campus. The timetable for vendors is from the beginning of the fall term until October 15; and from March 15 until the end of the spring term.

Student Organizations

Membership – Any student organization may seek approval by the Student Government Association (SGA) through the Inter-Club Association (ICA). Whether or not such approval is granted, registration with the Office of Student Activities and Community Services (OSACS) is required. Only full-time undergraduate students may be members of University clubs or organizations. To hold office in any organization, a student must be registered for at least 12 hours of academic credit and must have at least a 2.0 cumulative GPA. A student placed on academic or disciplinary probation may not be eligible for election to any office in a student organization, nor may he or she represent the organization in any way off campus. If a student is placed on academic or disciplinary probation after election to an office, his or her position may be declared vacant by the SGA Executive Cabinet.

Faculty/Staff Advisor – Every student organization must have a faculty or staff advisor. Unless the advisor is specifically named in the organization's constitution, each organization shall elect its advisor in March to serve for the next academic year. The advisor's name must be submitted to the Director of Student Activities and Community Services. The advisor should be willing to meet with and advise the group.

Duties of the advisor are:

1. To assist the group in carrying out its stated purposes.
2. To aid in decisions concerning all social functions of the group.
3. To represent the organization to the faculty and administration.
4. To be acquainted with and help the organization maintain the rules of the University.
5. To attend events sponsored by the organization.

Duties of the organization toward the advisor are:

1. To invite the advisor to attend meetings and events sponsored by the group.
2. To consult with the advisor concerning proposed functions.
3. To keep the advisor updated as to the activities and plans of the group.

Guests – Off-campus guests may be invited to any function by an individual member of a group. The individual member who makes the invitation will be considered responsible for the conduct of his or her guest.

Off-campus trips – Recognized student organizations scheduling University transportation for trips should follow these guidelines:

1. The trip should relate to the purpose of the group or serve to represent the University in an official capacity.
2. A representative of the University administration or faculty must accompany the group on any trip where the destination is 50 or more miles away.
3. Only University-related personnel or students are allowed to be transported in University vehicles.
4. Students on disciplinary probation are ineligible for such trips.
5. Arrangements must be made through OSACS and a complete list of participants submitted at least 5 days prior to travel.
6. Transportation is allocated on a vehicle-available basis.
7. Any absence from class is subject to authorization by the appropriate faculty member.
8. Student drivers must be van-certified.

NOTE: This procedure does not apply to academic field trips.

Student Organization Accounts

Any recognized student organization or club may receive an allotment from the University of Mary Washington Finance Committee and is required to maintain all funds (from the Finance Committee or revenue generated by club activities) in University accounts. Failure to comply with this policy will result in the organization being ineligible for further University funding. Funds received from the UMW Finance Committee may not be used for charitable donations to non-UMW organizations or for awarding student scholarships.

Any recognized student club or organization that does not receive funding from the Finance Committee may set up accounts in local banks; however, **these outside accounts must have no reference to Mary Washington and may not use the Mary Washington tax ID number. The organization must apply for a tax ID number from the IRS.**



Student Organization Approval

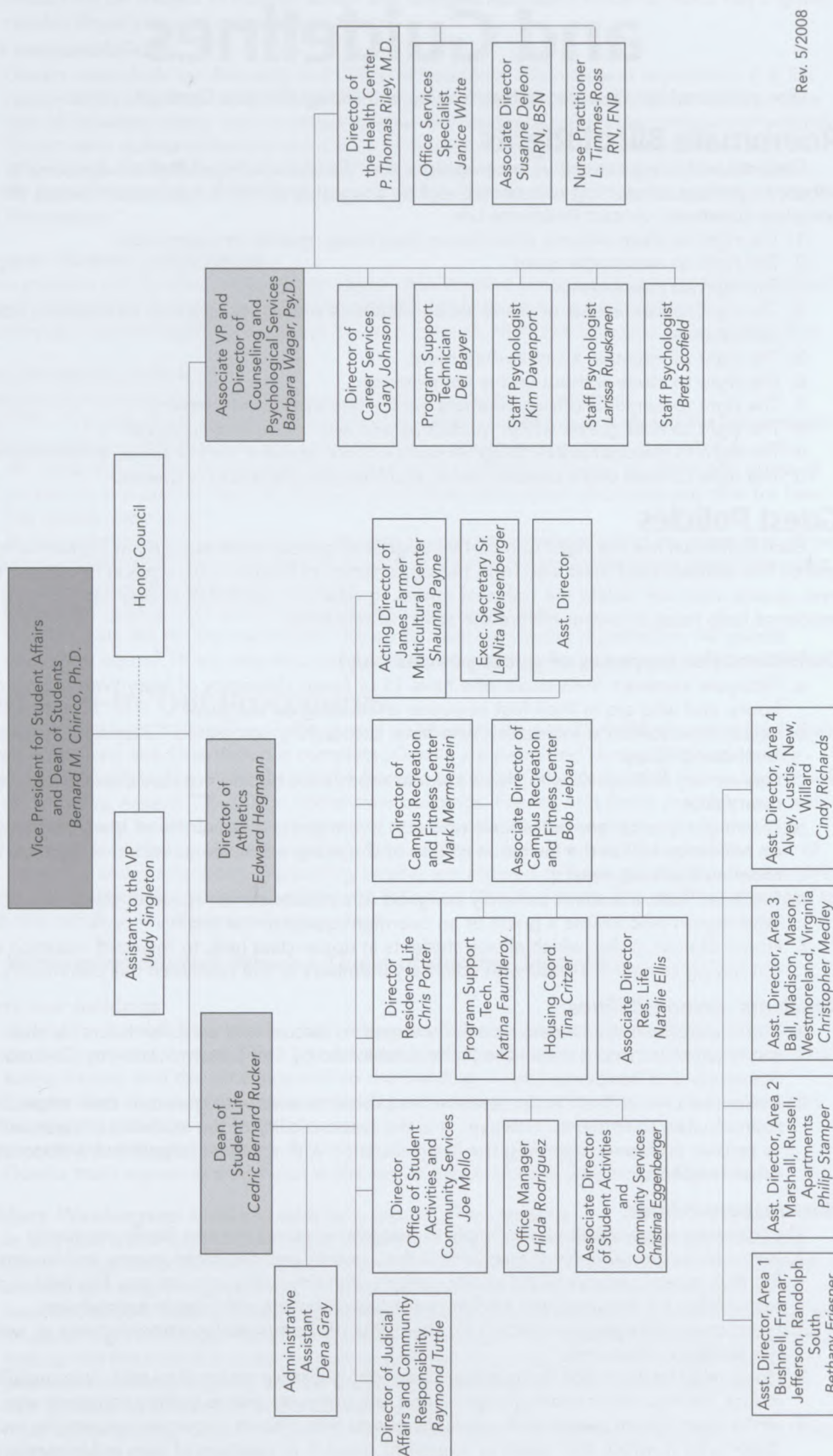
The following resolution was passed by the Rector and Board of Visitors of the University of Mary Washington concerning non-recognized student groups:

RESOLVED by The Rector and Visitors of the University of Mary Washington this the 11th day of November, 1989, that:

1. The University's policy of refusing to recognize student groups that discriminate in membership based upon race, color, religion, disability, national origin, political affiliation, marital status, sex, or age, is reaffirmed.
2. The University's practice of allowing non-recognized student groups to meet in University facilities that are made available for such purposes to recognized groups, and to non-University individuals, organizations, and groups, is also reaffirmed. It is understood that applicable procedures found in the University of Mary Washington *Student Handbook* will continue to govern scheduling of University facilities for use by student and non-student groups.
3. The University's procedures for the establishment of a reasonable time, place, and manner for the display of posters, signs, notices, banners, advertisements, and the like are also reaffirmed.



Division of Student Affairs



Rev. 5/2008



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Residence Hall Policies and Guidelines

(For additional details, refer to the Housing and Dining Services Contract.)

Roommate Bill of Rights

Each student living in campus housing signs the "Roommate Bill of Rights" agreeing to adhere to policies supporting roommates' rights, a synopsis of which is presented below. For the complete statement, contact Residence Life.

1. The right to sleep without disturbance from noise, guests, or roommates.
2. The right to reasonable quiet.
3. The right to cleanliness.
4. The right to free access of the room and facilities without pressure or intimidation from roommate(s).
5. The right to maintain a smoke-free room.
6. The right to study without undue interference.
7. The right to personal privacy and respect for one's personal property.
8. The right to host guests within guidelines and with roommate approval.
9. The right to discuss/resolve disagreements without violence, verbal abuse, and/or coercion.
10. The right to have one's cultural, racial, and lifestyle differences respected.

Guest Policies

Each individual has the right to a certain degree of privacy while residing in his/her living space. The resident host must also have the opportunity to interact with a guest or guests; however, guests must not violate the rights of others. In addition, control of access and entry to the residence halls helps to better ensure the safety of residents.

Definitions (for purposes of guest policies only):

- a. First-year students: individuals who have 11 or fewer University of Mary Washington credit hours, and who are in their first semester of residing on campus.
- b. Upper-class students: individuals who have successfully completed 12 or more university level credit hours.
- c. Guests: any individuals who visit a student room/suite but do not stay overnight in the room/suite.
- d. Overnight Guests: any individuals who stay overnight in a University of Mary Washington on residence hall at the invitation of one of the assigned residents with the approval of roommate(s)/suite(s).
- e. Resident Host: a student currently assigned to a residence hall space at University of Mary Washington who invites a guest or an overnight guest to the room.
- f. Honor Sign-In: policy which allows students in upper-class halls to maintain visitation without having to staff the desk with voluntary members of the residence hall community.

Residents' responsibilities:

1. Room/suite/apartment-mates are encouraged to discuss and establish hours for their room/suite/apartment within the limits established by Self-Determination by Community Standards and Residence Life.
2. Residence Life staff will assist residents as problems arise with guests in their respective rooms/suites/apartments. However, it is the responsibility of the student to initiate efforts to resolve problems regarding the living situation with room/suite/apartment-mates or other residents.

Host responsibilities:

The following responsibilities also apply to first-year students hosting family members.

1. Hosts are responsible for the actions of their guests and overnight guests and for ensuring that guests and overnight guests comply with University regulations. The host is also responsible for ensuring that his/her guest has complied with sign-in procedures.
2. Hosts must show proper concern for the rights of room/suite/apartment-mates as well as the building community.
3. Hosts must be sure that the guest or overnight guest for whom they take responsibility is, in fact, their guest or overnight guest and not someone who is visiting someone else.
4. Hosts must inform guests and overnight guests that, should circumstances and/or incidents arise in which that guest or overnight guest is in violation of laws or University policies, the guest and the host can be liable for University and/or civil action. The host should make every reasonable effort to ensure the guest's or overnight guest's compliance with University and/or Residence Life policies and regulations.



5. Hosts may be subject to judicial action and charged additional rental for each day a guest resides illegally in a room/suite/apartment.

Guest responsibilities:

1. Guests must abide by University and Office of Residence Life rules and regulations. It is the responsibility of guests to familiarize themselves with this information. Guests found in violation of University policy may be asked to leave the residence hall and/or campus immediately.
2. Guests who violate University and Office of Residence Life rules and regulations may be restricted from entering the residence halls and are subject to judicial and/or civil action.
3. All guests must observe University sign-in policies itemized under the "Guest Sign-In/Out Procedures."

First-year student guest hours

This pertains only to the first semester. Upper-class student guidelines apply during the second semester if 12 on-site University of Mary Washington credit hours have been earned.

Guests are not permitted between the hours of 2-9 a.m. M-F; and between 3-9 a.m. Sat.-Sun.

Overnight guest policies*

These policies also apply to first-year students hosting family members.

**NOTE: First-year students are not permitted to have overnight guests during the fall semester with the exception of family members. Family members are defined as parents or siblings only.*

1. All occupants of the room/suite/apartment must consent to having an overnight guest. If parties do not agree, then the rights of the individual student who does not care for having guests supersede.
2. No one particular overnight guest may stay in a room/suite/apartment for more than three consecutive nights. No registered occupant of a room may host the same overnight guest for more than 14 nights each semester.
3. Overnight guests must be escorted by their host at all times.
4. Contact your RA for the particulars related to overnight guest registration. All guests under the age of 18 are required to register and provide emergency contact information.

Guest Sign-In/Out Procedures

First-year residence halls will open for guests on Monday, August 25, 2008 when the Desk Aide schedule is finalized and Orientation is complete. Guests are permitted during Orientation only when sign-in is facilitated by a member of the Residence Life or Orientation staff. Honor Sign-In will begin on Saturday, August 23, 2008 in upper-class buildings. Friends and family members are welcome to accompany residents for the purpose of moving personal belongings prior to that date.

While there is no formal visitation during "Senior Week" (i.e., the week between the end of spring semester and graduation), graduating seniors are allowed to have guests. It is the senior's responsibility to see that University policies are followed. The Residence Life staff has the right to rescind this privilege if violations of policy occur.

Mary Washington Student Who is a Guest of Another Student:

For first-year buildings

1. Guests must enter through the main entrance of the residence hall and present the student ID card to the desk aide. The desk aide will sign the guest's name, the room number being visited, and the time signed into the building.
2. Guests must sign-out (and retrieve the ID card when applicable) with the desk aide when leaving the building.

For upper-class buildings

1. Guests must sign-in and sign-out in the log at the front desk (i.e., Honor Sign-In).

Non-Mary Washington student who is a guest of a student:

1. In first-year buildings, the guest must present a picture ID card to the desk aide. The desk aide will sign the host's and guest's name, room number being visited, and the time signed into the building. The guest must be escorted by the University of Mary Washington host back to the front desk so that the guest can be signed out of the building with the desk aide.
2. In upper-class buildings, the guest must be escorted by the University of Mary Washington host to the front desk in order to sign-in and sign-out of the log when a desk aide is not present (i.e., Honor Sign-In) and be prepared at all times to show appropriate identification if asked by a member of the University staff.
3. In all buildings, the non-University of Mary Washington community guest must be escorted by the UMW host at all times.
4. Students are responsible for the actions of their non-UMW guests and are liable for any damages caused by guests.



Honor sign-in policy

Honor Sign-In is designed to allow students in upper-class halls to maintain visitation without having to staff the desk with voluntary members of the residence hall community. All residence hall doors will be locked at all times.

Standard Visitation

First-year residence halls

Sunday-Thursday 9-2 a.m.
Friday-Saturday 9-3 a.m.

Upper-class residence halls

Monday-Thursday 9-4 a.m.
Friday-Sunday 9 a.m. (Fri.)-4 a.m. (Sun.)

After roommate contracts are completed and are on file, upper-class residence halls may vote to extend the hours of standard visitation with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

In the spring semester, first-year hall residents can vote to extend the hours of visitation with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

NOTE: The definitive guest policy guidelines are maintained and distributed by the Office of Residence Life. Any questions regarding guest policies should be directed to that office or to a Residence Life staff member.

Accident Report Procedures

It is important that a member of the Residence Life staff (Assistant Director, Resident Director, Head Resident, or Resident Assistant) be notified immediately when an accident occurs involving injury to a residential student on- or off-campus. The Assistant Director, University Police, and Health Center personnel will inform the Director of Residence Life or designee of the accident. Residential students, and commuting students who have paid Health Center fees, may seek medical aid in the University Health Center when there has been an injury of any kind. More severely injured students may be transported to Mary Washington Hospital by ambulance.

Assignment of Residence Hall Rooms

Residence hall rooms and apartments are only available to students classified by the University as having full-time student status. Mary Washington BLS or graduate students are only eligible for on-campus housing on a case-by-case basis.

Residential students sign a **one-year contract** for the academic year (fall and spring semesters). Students contract for an assignment within the residence hall system and **not for any one specific space**. The inability to get into a specific housing assignment is not cause to be released from the conditions of the Housing and Dining Services contract. The University reserves the right to change any room assignment with corresponding room rate. Every attempt will be made to assign students with preferred roommates on a space available basis, however, we cannot guarantee assignment of preferred roommates. In the event of full occupancy, the University may assign students to temporary housing. Students may be required to vacate temporary spaces when permanent housing becomes available. The Office of Residence Life will make every attempt to minimize any disruption to the students involved.

Residents are responsible for all activities that occur in their assigned rooms. Each student must occupy the room assigned by Residence Life and may not change a room assignment without first going through the Residence Life room change process. For more room change information, please contact the Assistant Director responsible for the building where you are currently residing. A student making an unauthorized room change may be assessed a \$50 fine, may be required to move back to the original room, and may be subject to disciplinary action. A student may not sublet an assigned room. In case of withdrawal from the University during the academic year, a student is required to vacate his/her room within twenty-four (24) hours after the withdrawal date unless an extension has been granted by the Director of Residence Life or designee. If circumstances result in one student occupying a double or triple room or two students occupying a triple or quad, the student(s) may be assigned a new roommate(s). Students with disabilities requiring special housing accommodations must contact the Office of Disability Services (x1266) and request the appropriate forms to be completed. The forms can also be downloaded from <http://www.umw.edu/disability/>. Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to inappropriately manipulate the housing process will be subject to judicial action and/or contract termination. Please refer to the *Housing & Dining Services Contract* for additional information.

Spring semester room "buy-out"

The spring semester 2009 room buy-out procedure is designed to:

- Facilitate the process of changing rooms.
- Ensure that students whose roommates move out mid-year are given an opportunity to purchase the room as a single after spring housing assignments are completed.
- Support the policy regarding payment for a single room.



Procedures:

The option for students to apply for consideration to "buy out" their vacant room spaces will be available after the first week of spring semester classes. Transfers, readmitted students and individuals returning from study abroad or approved leave of absence will be assigned before buy-out is offered. Once this is complete, students with spaces in their room may be given the opportunity to apply for consideration to buy the remaining space in their room as a single for the remainder of the semester or to select a new roommate. The opportunity to buy-out is not guaranteed and will be granted on a space available basis. Buying-out multiple spaces in triple and quad rooms is discouraged and will be reviewed on a case-by-case basis. After the buy-out period is over, all vacant room spaces will be considered open for placement of any student needing campus housing, including those who move from one residence hall room to another. Residential students who choose not to have a roommate of their choice will be required to accept a roommate if a student requests to occupy that space.

Change of Status from Residential to Commuting

A student who moves off campus during a semester or has his/her privilege to reside in the residence hall removed by the University will be required to pay the room charge for the entire academic year. Withdrawing from the University at the end of the fall term and re-enrolling for the spring term as a commuting student DOES NOT release you from your *Housing & Dining Services Contract*. The Director of Residence Life **may recommend** that a student be exempt from his/her contract in the event of marriage, graduation, transfer, withdrawal, student teaching, internship, or documented financial hardship.

Students who wish to be released from their Housing and Dining Services Contract must apply in writing to the Director of Residence Life for consideration. Housing deposits are non-refundable and continuing students who change status after the deposit is paid will forfeit the deposit.

Computers and Technology

Campus network and user support:

Each residence hall room has one Ethernet port "per pillow" to allow students to connect conveniently to the campus network and the Internet. Every student is provided an Email account, access to shared network resources, personal network file storage space, and personal web page-hosting space. Students living off-campus can explore many options for inexpensive dial-up service via commercial internet service providers, and we strongly recommend that they consider higher-speed cable modem service or DSL service, available in many local areas.

The University's wireless network is available in nearly all academic and administrative buildings, as well as the University's libraries. Wireless networking is also available in most residence hall common areas, but not currently in individual rooms.

Advice about connecting to the network both on and off campus is available for students through the University's IT Help Desk.

Network orientation

New students will attend mandatory network orientation sessions offered at various times and usually during Orientation Week when the academic year begins. Topics covered include the University's Email system, its Web-based course management system, and other network resources, as well as network and computer-usage policies.

Student computers and responsibilities:

Although the University does not require students to purchase computers, we strongly recommend that they do. Nearly all incoming students report that they have brought computers with them to campus. Each on-campus computer must have a 10/100BASE-T Ethernet card installed with an RJ-45 connector and a cable to connect to the network. Students are responsible for backing up their own data, for maintaining their operating systems with current patches identified as critical by their manufacturers, and for protecting their systems from viruses and "adware." The University requires and provides software that checks for appropriately patched operating systems and current anti-virus software before computers are allowed to complete connection to its network. For more information on preparing computers for connection to the University network, email the staff at the Help Desk.

Each network user must comply with the user guidelines contained in the "Network and Computer Use Policy," which explains network priorities and user responsibilities. The most up-to-date versions of that policy and others related to the use of technologies can be found at www.umw.edu/policies.

Campus labs and classrooms:

The University provides more than 300 computers for student use in more than 24 computer labs and a growing number of computer-equipped classrooms throughout the Fredericksburg campus. Each of the labs has its own hours of operation and policies that determine who can use



them. Although lab computers are usually available, lab usage increases significantly during mid-term and final exam weeks.

Most academic buildings have access to specialized equipment and peripherals that students may need. The staff at the Help Desk can provide guidance for those resources.

Damage to University Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage and/or vandalism of University property and unsanitary conditions within residence hall rooms are not tolerated. A student responsible for any one of these actions can expect to be charged. Charges for malicious damage, defacement of University property, or removal of University property in the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room by Facilities Services and/or Residence Life. If charges are related to a common area, they will be assessed by the Assistant Director. Common areas include, but are not limited to, bathrooms, lounges, recreation areas, corridors, stairwells, elevators, kitchens, building entries, and porches.

Unsanitary conditions created by students in a room, bathroom, or hall will be remedied at the expense of the responsible student(s). For more detailed information on damage costs, consult the Assistant Director of the area.

If there is loss/damage to any common areas of any residence hall and Mary Washington cannot identify responsible individuals, several or all of the hall's residents may be required to pay a prorated group charge covering the cost of common area repair/replacement/reinstallation.

Common area damages are posted once a month in each residence hall. Resident students have seven days (from date of posting) to appeal any common area damage charge. Appeals should be made in writing and sent to: Damage Appeals Committee, Office of Residence Life, Marye House.

Refer to the *Housing & Dining Services Contract* for additional information.

Emergency Situations (see "Emergencies on Campus")

Environmental Controls

The building heat and air conditioning (where available) is thermostatically controlled and will activate according to the outside temperature.

Event Registration (in residence halls)

Event organizers must meet with the specific building supervisor a minimum of 10 business days in advance to discuss planning particulars. The signature of this individual must also be present on the registration form. Registration packets and guidelines are available from the Office of Residence Life, Marye House.

Fire Alarms, Drills, and Equipment

When the fire alarm sounds, everyone must evacuate the building as quickly as possible. Failure to evacuate the building is a violation of University policy as well as the *Virginia State Fire Prevention Code* and may lead to disciplinary action. Students and guests with permanent or temporary physical disabilities should notify Residence Life, faculty and the Safety Office if they anticipate needing assistance during building evacuations. It is recommended that students wear clothing applicable to the time of year (i.e., coats in winter) and wear shoes during all evacuations. Keep to the right on stairs and evacuate quickly. A predetermined gathering area will be designated at the beginning of the school year, and all students are to report to this area. Students must remain outside the building until reentry is announced. This announcement will come from either the fire department officer in charge, police officer or safety representative.

When personally aware of a fire:

1. Pull fire alarm, dial #777 from a campus phone, or dial 540/654-4444 from your cell phone.
2. Evacuate the building!

Three fire drills are held each semester in the residence halls. They are conducted by each residence hall Fire Marshal under the direction of the Campus Fire Marshal. Information and instructions for fire drill procedures are reviewed with residents and their RA. Each hall resident should, however, determine for himself or herself the location of the fire extinguisher and fire exit nearest to his or her room. Smoke detectors have been placed in the hallways, stairwells, and rooms of residence halls. Persons who knowingly give or turn in a false alarm are guilty of endangering the lives of other people and may cause damage to the person and/or equipment responding to such false alarms. Improper use of a fire extinguisher, removal of fire extinguishers or any part thereof, pulling a false alarm or inappropriate activation of a smoke or fire detector, or tampering with any fire safety or life safety equipment within any building on campus will result in severe disciplinary action such as suspension from the University or loss of housing privileges in addition to criminal charges. In addition the responsible parties will be expected to pay all damages including, but not limited to, destruction of property incurred.



Fire Safety Regulations

It is essential that all residents observe the following fire safety regulations to prevent fire in residence halls.

1. **No open flames** or incendiary devices are permitted in the residence halls.
2. The storage or use of flammable liquids or substances (e.g., gasoline, kerosene) is strictly prohibited.
3. Electrical appliances with exposed heating elements (e.g., toaster ovens, hot-plates, space heaters) are prohibited.
4. No cooking is permitted in residence hall rooms, including the use of hot pots, coffee pots (unless equipped with automatic shutoff), crock pots, or "George Forman-type" grills.
5. All approved appliances must be UL rated.
6. Bicycles, furniture, trash, or any other articles must not be kept in the hallways, doorways, stairways, block any windows, or be placed in a manner that interferes with the exiting of the building or residential rooms.
7. Cut trees are not permitted in any building on campus.
8. Halogen lamps and lava lamps are prohibited.
9. Extension cords are prohibited. Students are permitted to use strip outlets with circuit breakers.
10. The use of incense is prohibited in the residence halls. The use of candles is prohibited unless special event permission has been given by the Director of Residence Life. Contact the Residence Life Office for more information.

Furnishings for Residence Hall Rooms

The furnishings provided by the University consist of a bed, mattress, dresser space, desk, and chair. (The furnishings of the Apartments at UMW include a sofa, lounge chair, floor lamp, dining room table, and dining room chairs.) Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. Students may wish to support the University's "green initiatives" by bringing compact fluorescent bulbs for any lamps they bring, and by purchasing Energy Star-rated appliances. No furnishings in the lounges, parlors, or any other areas of the residence hall may be removed. Bedframes and mattresses from a student's room may only be removed with the approval of the Assistant Director. Bedframes and mattresses must be stored in designated storage rooms and remain the responsibility of the student. Students are not permitted waterbeds or like furnishings. Students may purchase lofts based on the guidelines available from Residence Life.

Housekeeping

The residential housekeeping staff at Mary Washington is responsible for routine cleaning in the residence halls. This includes floor cleaning (vacuuming and mopping), general dusting and removal of common area trash. Cleaning that is considered extraordinary will be charged back to the residence hall community through common area damages. This includes, but is not limited to, personal trash and belongings in common areas, removal of pizza boxes, food and dishes in common area kitchens, and vandalism.

Keys

Duplication of keys is prohibited. Room keys and proximity (electronic access) cards are for personal use only and are not to be given to any other individual. There will be a charge for lost room keys in addition to a lock change fee. A \$20 fee will be charged for replacement ID/proximity cards. It is important for students to report a lost key as soon as possible to University Police, to facilitate important security measures. Contact Residence Life for the current fee structure. It is the responsibility of each student to carry his/her keys.

Kitchens

Common area kitchens/food-preparation areas are available in most residence halls. The residents of the community are responsible for cleaning up after using the facility and maintaining the cleanliness of the area. Misuse of the facility, use that presents a safety hazard, or conditions that present a pest or health hazard may result in the kitchen being closed.

Loft Policy

Students may purchase lofts to provide a more personalized room and more floor space for belongings. Residence hall students wanting a loft may buy a pre-fabricated kit as long as the loft complies with the "Loft Guidelines" form. This form is available in the Residence Life Office. **Do not purchase a loft prior to obtaining and completing this form.** Lofts are not permitted in Russell Hall or The Apartments of UMW.



Lounges

Lounges are provided for the use of all residents in a specific building community. Residing or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges for programming. In the event that a building has a main lounge or parlor, that space can be reserved by contacting the building supervisor. Preference in scheduling is given to Residence Life staff and the building Hall Council.

Opening and Closing of Residence Halls

Opening and closing dates and times for room occupancy are specified in the official University calendar and on the Residence Life website. No early arrivals will be permitted prior to the posted opening times in August and January unless in connection with a University sponsored activity. Students who need to return to the Fredericksburg area prior to the posted opening times should make arrangements with a local hotel or plan to stay with off-campus friends. Residence halls are closed during Winter Break. Limited housing is available during Thanksgiving and Spring breaks for international and out-of-state students and may be subject to an additional charge. Residents who fail to check out of their rooms during room changes or at the end of the semester, according to established guidelines, may be subject to a minimum fine of \$35. Residents who stay after published closing times or return prior to published opening times without permission will be charged a minimum fee of \$35 per night in residence and be subject to disciplinary action.

All personal property remaining in the residence halls or in the areas immediately adjacent to the halls for five days after the official hall closing date and time or after a student has officially withdrawn from the University **may be considered abandoned personal property** and may be disposed of in accordance with provisions of the Code of Virginia Section 23-4.2. This property, as appropriate under the circumstances, will be destroyed or discarded at an appropriate location, retained for use by the University, or donated to an appropriate charitable organization.

Pets

Pets are not allowed in residence halls at any time, with the exception of fish contained in aquariums no larger than 20 gallons. Only one 20-gallon container per room (or apartment) is permitted.

Prohibited Possessions/Behaviors

The following items/actions are among those not permitted in any University residential building and are not negotiable under the Community Standards program. See the *Housing and Dining Services Contract* for additional and/or more detailed information.

Examples of prohibited possessions:

- Alcoholic beverages (except in accordance with state, local, and University regulations).
- Air conditioners unless approved by the Housing Accommodations Committee or the Office of Residence Life.
- Any open flame (including from candles, unless approved by the Director of Residence Life), incense, or potpourri burners.
- Chemicals or hazardous materials.
- Controlled substances or drug paraphernalia, or any items fashioned for the purpose of facilitating or disguising drug use.
- Coffeepots or tea kettles (unless equipped with automatic shut-off).
- Cooking appliances, including toasters, toaster ovens, hot plates and "George Foreman" type grills (except in designated kitchen areas in the Apartments of UMW).
- Firearms or other weapons (including realistic facsimiles).
- Gasoline or other flammable liquids.
- Lava lamps or halogen lamps.
- Pets other than fish.
- Aquariums larger than 20 gallons.
- Alcohol containers (decorative or otherwise) in rooms of underage individuals.
- Beer pong tables or other games or devices designed for the unsafe consumption of alcohol.

Examples of prohibited behaviors:

- Being on roofs or ledges.
- Excessive noise or disruptive behavior.
- Removal of window screens.
- Smoking
- Storing bicycles in unapproved public areas.
- Threats to other persons or property.
- Throwing objects from buildings.
- Vandalism.



Quiet and Courtesy Hours

Most residential students choose to study or sleep in their residence hall rooms between the hours of 9 p.m. and 9 a.m. each day. *Quiet Hours* are defined as those hours when stereos and televisions are to be quiet, conversations "kept down," and the utmost consideration given to those who are studying or sleeping. *Courtesy Hours* are in effect during those times when Quiet Hours are not in effect. *Courtesy Hours* refers to those times when residents are to be considerate of the needs of those students who are studying or sleeping **regardless of the time of day/night**. All residence halls may vote to change Quiet Hours through the Self-determination by Community Standards program. Residence Life staff members are not obligated to warn persons violating quiet and courtesy hours policies prior to documenting the incident for possible judicial action.

Reading Days and Exams

Twenty-four (24) hour Quiet Hours will be in effect during Reading Days and examination periods. Residents may vote not to have visitation during part or all of these days and nights with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome. In the absence of a vote, established community standards will apply.

Room Inspections and Reservation of Rights by the University

Rooms may be entered during each vacation period to evaluate physical conditions and cleanliness. A student who is negligent regarding the care of his/her room may have the privilege of living in a residence hall withdrawn. The University reserves the right to: 1) change any room assignment with corresponding room rate; 2) enter any room for routine or emergency maintenance, cleanliness inspections, and other valid reasons (i.e., search and seizure); 3) control use of rooms in the event of an epidemic; 4) terminate the housing contract for a violation of any provision of the contract, University rules and regulations, or for other reasons deemed sufficient by the Director of Residence Life; and, 5) assign new students (or students requesting a room change) to vacant bed spaces.

Room Occupancy

The staff reserves the right to determine if a room has exceeded reasonable and/or safe occupancy based on room conditions and noise level.

Safety

Campus safety conditions reflect those of the greater Fredericksburg community. Therefore, for reasons of safety, students are urged to avoid dimly lighted areas on campus after dark. Students should report any incidents immediately to the University Police (dial 777 from a campus phone, or dial 540/654-4444 from your cell phone). There are telephones, from which to call the University Police, in the academic buildings, parking lots, Battleground and tennis courts. Also, refer to the "Emergency Telephones" section.

All students are urged to lock their residence hall rooms and to make sure that the front door of the residence hall is secure after entry is completed. Special locks, personal deadbolts, or chain locks on room or apartment doors are not permitted.

Smoking

All University of Mary Washington residence halls are designated non-smoking. This includes common areas such as lounges, parlors, bathrooms, hallways, stairwells, lobbies, and balconies at the UMW Apartments.

No smoking is permitted within 50 feet of any residential building.

Storage of Personal Belongings

Storage space is not available in residence halls. Students may store bicycles in their rooms whenever the residence halls are closed throughout the regular academic year. The University is not liable for personal property in student rooms. Students are encouraged to review personal insurance policies to determine if their personal belongings are insured. **The University does not provide summer storage facilities.**

Telephones

One analog telephone line is provided in each residence hall room and is shared by the room's occupants. Students must supply their own telephone handset and cable to the wall jack, and many choose also to use a telephone answering machine on the line as well (with devices they also supply). Direct long-distance dialing from these lines is not available, but students may use calling cards and may dial toll-free numbers using the lines in their rooms. Students should report problems with University-provided telephone service in the residence halls to the IT Help Desk at x2255.

Many students bring cell phones for use while enrolled at UMW. Cell signals from the major area cell-service providers are uneven in strength in the residence halls.

Please note: certain details of these arrangements may change, pending the outcome of vendor negotiations in 2008.



Television

Each residence hall room has one cable outlet which will permit access — at no extra charge — to a variety of off-campus television stations and a student-run cinema channel offering first-run movies. Room occupants must furnish a cable ready television set as well as the coaxial cable to connect the set to the video outlet.

Each residence hall may also have a lobby or common area television. Any signal problems in individual rooms or common areas should be reported to the IT Help Desk.

Please note: certain details of these arrangements may change, pending the outcome of vendor negotiations in 2008.

Trash Removal/Recycling

In order for the University to provide the best possible living environment, the guidelines listed below have been established.

- A. Recycling: Students are expected to participate (as are staff and faculty) in the University's recycling program. Each residence hall has specific areas dedicated to recycling. Please consult with residence hall staff as to proper procedures.
- B. Trash Removal: The University has external dumpsters to reduce potential pest problems and ensure a reasonably sanitary environment. Students are expected to remove personal trash from rooms and buildings to the nearest dumpster. Please contact your Residence Life staff for specifics on dumpster locations.
- C. Penalties: In cases where blatant disregard for these policies occurs, identified individuals (or building residents) may be assessed for damage/removal at an established hourly rate for each staff member involved in the clean-up.

Twenty-four Hour Study Areas in Residence Halls

1. Each residence hall may designate a 24-hour study area within the building. These areas will be designated by the recommendations of the Hall Councils with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.
2. During the hours that visitation is not in effect, escorted students may proceed to and from the study area, but they may not walk through any other area within the building. Students using the study area must be escorted at all times by a resident of the hall.
3. All 24-hour study area guests must be signed into the log at the front desk.
4. A resident is at all times responsible for the conduct and actions of his/her guests.



Judicial Affairs and Community Responsibility

The University's judicial system seeks to create balance between the needs of individual students and the needs of the surrounding community. Education is the system's primary goal — specifically, assisting students to develop a sense of ethics and responsibility to themselves, to each other, and to the communities in which they study, work, and live. Furthermore, when students behave in a manner that is inconsistent with the standards of the University, it also is a goal of the judicial system to educate them about the consequences of their behaviors, and to provide them with the tools to make decisions that are consistent with both responsibility to self and responsibility to community.

The President of the University is charged with responsibility for all aspects of student life at the University. Therefore, the administration must ensure that the campus environment remains safe, comfortable, and supportive of the mission and standards of the institution. The "Statement of Community Values" (see p. 1) provides a template for those standards. Some behaviors cannot be tolerated because they threaten the basic safety and well-being of others in the University community. Other behaviors, while less serious, have an adverse impact on the University's educational mission. Rules and regulations have been carefully developed to minimize the risk of harm to all members of the University community, and to maximize the ability of students to achieve excellence in all areas. In addition, local, state and federal laws have been considered in developing the University's rules, regulations, and judicial policies. However, an academic community should provide many opportunities for self-government. To this end, authority has been delegated to students through organizations such as the Student Government Association, the Student Senate, and the Judicial Review Board, and through Self-determination by Community Standards.

The University's judicial system is administered by the Office of Judicial Affairs and Community Responsibility. The Office maintains oversight over administrative hearings, the Judicial Review Board, and the Student Conduct Hearing Board. (The University's Honor System is overseen by the Honor Council, a separate entity.)

Because student behavior, character development, and ethics go hand in hand, the Office of Judicial Affairs and Community Responsibility sponsors and supports programming, both formal and informal, that raises students' awareness of ethical issues — from individual to global — that are present in contemporary society. It also assists students to resolve conflicts that may arise through alternatives to the judicial process, including mediation.

Principles of Self-Determination by Community Standards

The University's dedication to a liberal arts education is reflected in its policy of self-determination. Each residence hall* is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each hall, with the guidance of Residence Life and Judicial Affairs staff members, develop guidelines and procedures of governance for living which allow for both individual freedom and respect for the privacy and personal rights of others in the community.

Residents in each hall exercise this responsibility of self-governance through Hall Councils. Students develop guidelines called community standards which pertain to the maintenance of a clean and orderly environment, the establishment of quiet and courtesy hours, the regulation of visitation of guests, the assurance of a reasonable level of safety and security, and the regulation of conduct which infringes on the rights of other residents.

The policies and procedures, adopted by Hall Councils as the community standards for each hall, must be compatible with University policy, public laws, and the academic objectives of a residential, educational community. The individual's right to privacy and freedom of personal choice, and the educational goals of the University must always be ensured. Each student has the right to counsel with a member of the Residence Life staff concerning problems arising from self-determination. The staff of Residence Life and the Office of Judicial Affairs and Community Responsibility have the right to intervene to ensure that the rights of all students are respected.

The ultimate goal is to build communities in which individuals are not harassed, excluded, or made to feel uncomfortable because of sex, color, religion, sexual orientation, disability, lifestyle, or political beliefs. The University years should allow the exploration and development of personal identity and values, and this exploration can best take place in an atmosphere of mutual respect, understanding, and self-determination.

**NOTE: The words "residence hall" or "hall" are used interchangeably and refer to any residential unit associated with campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.*



Self-Determination by Community Standards in the residence halls

Students and staff are prepared for participation in this program by receiving training to enhance their interpersonal skills. Students will find these skills useful when deciding Community Standards (rules governing various aspects of residence hall life). Resident Assistants will meet with small groups of students, who will discuss and decide (by consensus) the rights and responsibilities of community members. Rules such as quiet hours, visitation, damages, smoke-free areas, 24-hour study rooms, and kitchen use are negotiables which the students may decide upon. Students may choose to adhere to the rules which have already been set as a standard in the *Student Handbook*. These rules will remain in place until the residents reach a different decision. Safety regulations and policies based upon the Code of Virginia and/or federal laws are not negotiable. Issues which may affect the entire building, such as quiet hours and visitation, will be decided by the community based upon recommendations from individual hall groups. If a rule does not seem to be appropriate or working, any member of the community may present a proposal to Hall Council for reconsideration during a scheduled meeting. Once the rules of the residence hall have been decided, these rules should be posted.

Violations may be reported and/or documented by any member of the community.

Incident reports are completed and routed to the appropriate disciplinary process as outlined elsewhere in this section. The Self-determination by Community Standards concept reflects a strong preference for educational rather than punitive outcomes in instances where University policies are violated. Where these approaches are not successful or not appropriate, the judicial processes are designed to enforce adherence to the rules on community standards and protect the interests of individuals who are being victimized as well as the community at large. Each disciplinary situation is handled on a case-by-case basis. Given the individual nature of each situation, there is no set list of mandatory sanctions attached to specific violations.

Hall Councils

The Hall Council serves as the representative governing body for each residence hall. The Hall Council is comprised of the president, vice president, treasurer, secretary, and historian; the social/publicity and recycling chairpersons; and floor representatives. Building supervisors serve as Hall Council advisors and act as a valuable resource for facilitating community development. Councils serve to coordinate the community standards program within each residence hall and also strive to build community and promote a positive, healthy atmosphere in each hall.

The role of Self-Determination by Community Standards (fall semester)

During the first few weeks of the fall semester, Resident Assistants will convene and conduct floor meetings to discuss and decide upon the rules and regulations that will serve as community standards for the floor. Rules that affect other floors or the entire building must be presented to the building residents for a vote. The voting process is as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

The role of Self-Determination by Community Standards (spring semester)

During the first few weeks of spring semester, fall semester community standards are to be reviewed by the Hall Council of each building. Changes are to be discussed and voted upon. All changes are to be announced throughout the residence hall. After initial spring semester revisions are made, the Hall Council proposal format should be used to recommend changes in policies, procedures, services, or community standards.

Self-Determination by Community Standards outside the residence halls

Commuting students also benefit from the concept of self-determination. Furthermore, not all community standards concerning students who live in the residence halls apply to residence hall settings. Under the auspices of the Student Government Association (SGA), the Student Senate has the responsibility to legislate with regard to all issues of student concern. The Office of Judicial Affairs and Community Responsibility serves as a consultant to the Student Senate regarding community standards campus-wide, and as an advocate for all members of the campus community with respect to Student Senate activities and legislation.

Procedures for Handling Violations of University Rules and Regulations

Members of the University Judicial System

The University Judicial System which handles violations of University policy consists of: the Office of Judicial Affairs and Community Responsibility, Judicial Review-Board, Student Conduct Hearing Board, Residence Life staff, Dean of Student Life, Vice President for Student Affairs, and President of the University. Members of the judicial system treat all students with impartiality and adhere to the principles outlined here. The name, status, and alleged offense of any student is not discussed with anyone other than appropriate institutional personnel. Except as permitted



by law, the content of any judicial body deliberations or the vote on any case is not disclosed. Members of the judicial system uphold institutional regulations in their conduct and perform their duties in an exemplary manner.

University policy violations handled by the Judicial System

Prohibited conduct for which students or their guests are subject to disciplinary action includes, but is not limited to, the following:

I. Handled by the Office of Judicial Affairs and Community Responsibility

- A. Alcohol violations, including, but not limited to, the following (also see "Alcohol Policy" on p. 48):
 - 1. Intoxication resulting in a student's arrest or hospitalization.
- B. Fire safety violations including:
 - 1. Arson/setting fire in any University building or on campus.
 - 2. Tampering with or needlessly discharging a fire extinguisher.
 - 3. Tampering with fire alarms or smoke detectors.
 - 4. Other.
- C. Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on University premises.
- D. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other official University activities, or authorized non-University sponsored activities, when the activity occurs on University premises.
- E. Actions endangering the mental or physical health or safety of a student, or involving the destruction or removal of property, that are associated with initiation, admission into, affiliation with, or continued membership in a group or organization. (See "Hazing Policy" on p. 76)
- F. Violence, threats, intimidation, pranks, or any other action which interferes with the rights of any member of the University community or any guest at the University.
- G. Student-to-student harassment including any action which deprives another person of consideration as an individual through physical abuse, verbal abuse, threats, intimidation, harassment; or interferes with the activities or rights of another person on the basis of color, creed, gender, disability, national origin, race, religion, sexual orientation, or any other classification.
- H. Violation of federal, state or local law on University property or at University-sponsored or supervised activities.

II. Handled by the Judicial Review Board or Assistant Director of Residence Life

- A. Alcohol violations (also see "Alcohol Policy" on p. 48)
 - 1. Consumption or possession of alcohol by persons under the age of 21.
 - 2. Any public display of alcohol (includes drinking with room door open or consumption of alcohol in common areas).
 - 3. Possession of, or use of any objects used to enhance the ingestion of alcohol such as, but not limited to, "beer bongs."
 - 4. Hosting a gathering, regardless of host's age, which involves underage drinking, or the intoxication of an of-age student.
 - 5. Use or possession of alcoholic beverages by a student 21 years old or older in a residence hall room where all assigned residents are under the age of 21.
 - 6. Intoxication not resulting in a student's arrest or hospitalization.
 - 7. Purchasing or supplying alcohol to any underage person.
- B. Property
 - 1. Conduct which results in damage to University property, the property of any members of the University community (including faculty, students, and staff), or the property of any authorized contractors or vendors.
 - 2. Redistributing University furniture.
 - 3. Unsanitary, cluttered, or obstructive conditions in residence hall rooms and public areas.
 - 4. Throwing objects from roofs, windows, or balconies.
- C. Fire safety violations including, but not limited to, the following:
 - 1. Open flames (from oil lamps, etc.), candles, and incense. These are prohibited in any University building (unless with express written permission).
 - 2. Failing to vacate a University building during a fire alarm.
- D. Smoking in common/public areas of residence halls, within 50 feet of a residence hall, or in a non-smoking area, as determined by the Office of Residence Life or Self-determination by Community Standards.
- E. Failure to abide by the "Quiet Hours" or "Courtesy Hours" policies as stated in the *Student Handbook* or in the Self-determination by Community Standards for each residence hall.
- F. Failure to fulfill resident desk duty, where required by Self-determination by Community Standards.



- G. Visitation violations including, but not limited to, the following:
 - 1. Failing to sign in and/or out of a residence hall, or failure of a guest to sign in/and or out of a residence hall, whether or not the guest is a UMW student.
 - 2. Falsifying sign-in or -out times.
 - 3. Violating visitation hours as determined by Self-determination by Community Standards for each residence hall.
 - 4. Visiting a residence hall which does not have visitation at the time.
 - 5. Exceeding the allowed number of overnight residence hall visits, as described under "Guest Policies " (p. 61).
- H. Disorderly or obscene conduct. (p. 49)
- I. Sports in the residence halls.
- J. Abuse of the judicial system including, but not limited to:
 - 1. Failure to obey the summons of a judicial body or University official within the specified time.
 - 2. Disruption or interference with the orderly conduct of a judicial proceeding.
 - 3. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - 4. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - 5. Harassment and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - 6. Failure to comply with the sanction imposed under the code of Student Conduct.
 - 7. Influencing, or attempting to influence, another person to commit an abuse of the judicial system.
 - 8. Failure of an accused in a proceeding under this Code to appear for a hearing, or failure of a witness to appear and/or testify when summoned.
- K. Failure to comply with the directives of a University official who is attempting to enforce the policies and procedures of the University. University officials include, but are not limited to, the following:

<i>University Administrators</i>	<i>University Police</i>
<i>Residence Life Staff</i>	<i>Faculty</i>
- L. Unauthorized presence on balconies, roofs, or ledges of any University building.
- M. Entering a residence hall building during official University breaks.
- N. Unauthorized entry/exit.
- O. Unauthorized possession, duplication or use of keys to any University premises.
- P. Abuse of computer time, including, but not limited to:
 - 1. Unauthorized entry into a file for any purpose.
 - 2. Unauthorized transfer of a file.
 - 3. Unauthorized use of another individual's identification and password.
 - 4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - 5. Use of computing facilities to interfere with the normal operating procedures of the University computing system.
 - 6. Use of computing facilities to make copies of, or make available to others, copyrighted material without authorization.
 - 7. Abuse of computer time, including, but not limited to:
 - a. Use of computing facilities to send obscene or abusive messages.
- Q. Misuse of a telephone on campus including but not limited to:
 - 1. Unauthorized entry into an individual's phone mail to listen to the contents or for any other purpose.
 - 2. Unauthorized use of another person's passcode.
 - 3. Misuse of a telephone on campus to relay obscene or abusive messages.
- R. Prohibited items and activities.
- S. Responsibility for guests.
- T. Housing or hosting in a residence hall any animal which could reasonably be described as a pet (exception—aquarium fish).
- U. Violation of Automobile Registration and Parking Regulations.
 - 1. Bringing a vehicle to campus without authorization. (First-year residential students are not permitted to bring cars to campus.)
 - 2. Failing to register a vehicle with University Police.
 - 3. Transferring a University-issued parking decal without authorization.
 - 4. Other.
- V. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- W. Violation of published University policies, rules or regulations (e.g., Housing and Dining Services Contract, Network and Computer Use Policy).



NOTE: Violations of a serious nature or any pattern of the preceding violations may result in direct referral to the Office of Judicial Affairs and Community Responsibility.

NOTE: Several violations of policy may be considered cumulatively in the judicial process.

III. Handled by the Student Conduct Hearing Board

- A. Violations of the University Drug Policy, including but not limited to, use, being under the influence of, possession, or distribution of narcotic or other controlled substances except as permitted by law.
- B. Sexual misconduct as outlined in the "Sexual Misconduct Policy."
- C. Sexual harassment as outlined in the "Sexual Harassment Policy."

IV. Handled by the Vice President for Student Affairs, Dean of Student Life, or designee

Violations of a serious nature, including but not limited to those described above, or any pattern of such violations, may result in referral to the Vice President for Student Affairs, Dean of Student Life, or designee for adjudication.

If the Judicial Review Board or Student Conduct Hearing Board cannot be convened for a hearing (for example, at the end of the semester, or during summer sessions), the University reserves the right to adjudicate alleged violations administratively, e.g., through the Director of Judicial Affairs and Community Responsibility, Dean of Student Life, or Vice President for Student Affairs. This option may be used when a student is graduating, is not anticipated to return the following semester, or when the alleged violation is of a serious nature.

Process for handling violations of University rules and regulations

Students alleged to have violated University policies may be charged at any time, as long as they remain students at the University of Mary Washington. For example, a student alleged to have engaged in sexual misconduct in his first semester at the University may be charged in his senior year, if the student bringing charges against him wishes to do so. Polygraph evidence cannot be considered in any University hearing.

Alleged violations inside residence halls

When an alleged violation of University policy occurs within the residence halls, an **Incident Report** is written by a residence hall staff member or student. Incident Reports may be considered individually or cumulatively in addressing the behavior involved. The appropriate official shall investigate and determine any necessary accusations. A student can be "charged" with one or more policy violations by an Assistant Director of Residence Life, or the Director of Judicial Affairs and Community Responsibility and will attend a hearing to determine whether the student is responsible, and any applicable sanctions.

Alleged violations heard by ADs and/or the Judicial Review Board (JRB) are handled as follows:

The AD (or designee) notifies the accused student in writing that he or she has been charged with one or more judicial violations. Available incident documentation is provided to the student, and the student is invited to review the University's judicial procedures. (The Office of Judicial Affairs and Community Responsibility will gladly provide personal assistance to students who request assistance or guidance with any judicial concern.) The student is then given the opportunity to choose a hearing with an administrator or with the JRB, or to waive his or her rights to a hearing and accept sanctions determined by the JRB in the student's absence. Students must respond to the administrator's notification by returning the completed notification form to the Office of Judicial Affairs within five business days. Failure to respond within that time frame will be interpreted as acceptance of responsibility for all charges. In that case, the incident documentation will be routed to the Judicial Review Board who will review it (and any prior violations for which the student has been found responsible) and issue a sanction in the student's absence. In this event, the student retains the right to appeal the JRB's decision.

A student will be notified at least three business days in advance of any hearing with an administrator, the JRB, Office of Judicial Affairs and Community Responsibility, or the Student Conduct Hearing Board. The three-day period may be waived by the student if desired. To investigate who is permitted to participate in the hearing process, contact the Office of Judicial Affairs and Community Responsibility, Marye House, x1660.

Because discipline at University of Mary Washington is viewed as a learning experience, administrators, the Judicial Review Board, and the Student Conduct Hearing Board will work with students found responsible for policy violations to remedy behavioral problems by:

1. Reviewing the documentation of alleged violations.
2. Listening to the student's view of the situation.
3. Discussing the effects of inappropriate behavior on the individual and the community.
4. Using resource agencies on campus and in the community to help correct problems.
5. Informing the student of possible consequences of further behavioral problems.
6. Applying the appropriate sanction.
7. Ensuring that the terms of the sanction have been fulfilled.



Alleged violations heard by the Office of Judicial Affairs and Community Responsibility are handled as follows:

Upon receipt of the incident documentation, the student will be informed in writing of the charges and required to contact the Office of Judicial Affairs and Community Responsibility within an indicated time period to schedule a meeting or hearing. Formal pre-hearing procedures are not required at this level of alleged violations because accused students do not have a choice of hearing options — hearings are conducted by the Office of Judicial Affairs and Community Responsibility. However, the Office is committed to assisting accused students throughout the judicial process, and students in need of further information related to the charges, or to the judicial process in general, are invited to meet with the Director of Judicial Affairs and Community Responsibility.

For information on how alleged violations are handled by the Student Conduct Hearing Board, please see the section of the *Handbook* pertaining to this judicial body.

Alleged violations outside residence halls

When an alleged violation of University policy occurs outside the residence halls but on University property, a report will be written by the observer of the alleged violation — for example, by a University Police Officer. The report is then routed to the Office of Judicial Affairs and Community Responsibility and referred to the appropriate hearing body. Alleged violations that are otherwise heard by ADs or the JRB may be heard by the Office of Judicial Affairs and Community Responsibility when they occur outside of residence halls. Alleged violations that are heard by the Student Conduct Hearing Board are heard by this Board no matter where they occur on University property.

Alleged violations off campus

When an alleged violation of University policy or other misconduct occurs off campus while a student is engaged in a University-sponsored or sanctioned event or traveling as a student representative (i.e., study abroad, alternative spring break, athletics) the student may be subject to disciplinary action by the University. Violations of civil or criminal law are subject to prosecution by appropriate authorities. In some cases the interests of the University may be affected, and when this is judged by proper authorities to be the case, disciplinary action may also be taken by the University.

Threat/Danger to individual students and the University community

In cases involving student-to-student behavior which is considered violent, harassing, or threatening, the Dean of Student Life or designee may issue a “no contact” order to the students involved. The purpose of these orders is to limit contact and communication (direct and indirect) between the students prior to any judicial action being taken. “No contact” orders may be extended indefinitely at the discretion of the Dean or designee, or as a judicial sanction.

The Dean or designee also may immediately relocate a student within the residence hall system, or immediately suspend a student from the residence halls, from specific areas of the University, or from the entire University pending judicial or criminal proceedings. Relocations and interim suspensions are enacted when the student’s continued presence is reasonably believed to pose a substantial threat to him/herself, to the safety and wellbeing of any member of the University community, to the preservation of property, or to the normal operations of the University.

Appeal procedures

Appeals of judicial hearing decisions may be made only on one or more of the following grounds: 1) denial of Judicial Process Rights (see p. 76); 2) new evidence unavailable at the time of the hearing; or, 3) sanction too severe for the violation. In the case of 1) or 2), a new hearing with the appropriate administrator or duly constituted board (see below) shall occur if deemed appropriate. In the case of 3), the appropriate administrator or board shall convene to consider the sanction only. In no event shall the second sanction be more severe than the first. Appeal decisions are final.

Appeals from administrative hearings and Student Conduct Hearing Board:

If the student wishes to appeal the results of a hearing with a Residence Life administrator, an appeal may be made in writing within five business days to the Director, Office of Judicial Affairs and Community Responsibility, Marye House.

If the student wishes to appeal the results of a hearing with the Director of Judicial Affairs and Community Responsibility, an appeal may be made in writing within five business days to the Dean of Student Life, Marye House.

If the student wishes to appeal the results of a hearing before the Student Conduct Hearing Board, the appeal may be made in writing within five business days to the Vice President for Student Affairs.



Appeals from Judicial Review Board hearings and waived rights procedures:

If the student is not satisfied with the results of a hearing or a waived rights procedure with the Judicial Review Board, the appeal may be made in writing within five business days to the Judicial Review Board, Marye House (see "Procedures for Appeal to Judicial Appellate Board" and "Waived Rights Procedures and Appeals" p. 80).

Compliance with Judicial Process

No student shall engage in any activity that disrupts, unfairly influences, or obstructs the judicial process of the University of Mary Washington or the Commonwealth of Virginia. This includes, but is not limited to, activities such as:

1. Attempting to influence, intimidate, or threaten any witness, Council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate, illegal, and unjust distribution, announcement, or publication of confidential judicial information, letters, or decisions.
3. Conducting oneself in an unruly and inappropriate fashion towards any official when being confronted on judicial matters.
4. Failing to cooperate completely with the judicial system and corresponding sanctions.

All students are expected to comply with any disciplinary conditions imposed upon him or her by a judicial body or University official.

Failure to comply

Failure to comply with directives of University officials or with the judicial process (by not responding to judicial correspondence, not attending scheduled meetings or hearings, or by not fulfilling assigned sanctions) constitutes a violation of University policy with penalties ranging from a warning to dismissal from the University. Also, an administrative hold may be placed on the ability of non-compliant students to register for classes, and to receive and send official grade reports and transcripts.

Hazing Policy

Hazing is strictly prohibited at the University of Mary Washington. Specifically, the University defines hazing as any physical or mental interference, request, or obligation that could cause inconvenience, discomfort, pain, fright, embarrassment, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or University policy. Whether or not the student so endangered or injured voluntarily participates in the activity is not a factor in determining if the activity was hazing.

Judicial Process Rights and Responsibilities

An accused student has the following rights with regard to all judicial hearings.

1. The right to request a pre-hearing conference in which the judicial process is explained to the student. (The right is reserved to mandate such a conference when it is believed to be in the student's best interest.)
2. The right to be informed of the charges against the student prior to the hearing.
3. The right to a fair and impartial hearing before the duly constituted judicial officer or judicial board. Officers or board members who are partial or biased must be excused from the hearing. Hearings are confidential to the extent allowed by University policy and the law.
4. The right to advance notice of three business days before a hearing. Accused students may waive this right, verbally or in writing, at the discretion of the judicial officer or board.
5. The right to a presumption of non-responsibility until found responsible. The standard of evidence used in University hearings is preponderance of evidence. This means that the adjudicating officer or board must find the evidence supporting the charge against the student more compelling than the contradictory evidence in order for the student to be found responsible for the charge.
6. The right to an open or closed hearing except in the case of sexual misconduct which will be a closed hearing. At an open hearing, only as many people as can safely fit into the hearing area may attend.
7. The right to request an advisor of his or her choice, provided that person is willing to assist and advise the student during the hearing. The advisor must be a University of Mary Washington student, faculty member, or administrator and cannot also serve as a witness. Advisors are required to contact the hearing officer or board at least one day prior to the hearing. This right shall extend to all judicial proceedings.
8. The right to be informed of all evidence against the student, and the right to question all witnesses present at a hearing (with the exception of character witnesses).
9. The right to request witnesses to speak in his or her defense. The judicial officer or board shall have the authority to limit the number of witnesses in order to avoid unreasonable



delays where the testimony would be repetitious or unnecessary. Accused students are required to inform the hearing officer or board no less than two business days prior to the hearing as to the identity of their witnesses.

10. The right to be present during the entire hearing, except during judicial deliberation, or when other accused students are testifying. In the event that a student fails to appear for the hearing, his/her absence may not be construed as an admission of responsibility. However, a hearing may be held in the student's absence if the student fails to notify the hearing officer or board of any conflicts at least two business days in advance.
11. The right to plead responsible and forego a hearing.
12. The right to a hearing and, if applicable, sanctioning, within a reasonable period of time.
13. The right to be notified in writing of the decision or recommendation of the adjudicating officer or board within five business days of the hearing (excluding official University breaks) except in unusual circumstances as determined by the officer or board.
14. The right to appeal to the appropriate body or University administrative official within five business days of the hearing. Appeals are limited to the following causes:
 - a. Denial of judicial process rights.
 - b. Presentation of new evidence not available at time of hearing.
 - c. Sanction was too severe for the violation committed.

An accused student has the following responsibilities with regard to any and all judicial hearings:

1. The responsibility to be on his or her honor.
2. The responsibility to attend all scheduled conferences and hearings in a timely fashion, or to notify appropriate parties of conflicts.
3. The responsibility to complete sanctions by stated deadlines. (Failure to do so may result in additional judicial charges or sanctions, or a hold being placed on the student's records.)
4. The responsibility to conduct himself or herself in a civil and respectful manner.

Disciplinary Sanctions

The following disciplinary sanctions may be recommended by the duly constituted judicial board or administrator to students who have violated University policies and regulations. The disciplinary sanction will be presented in written form to the violator, with a copy sent to appropriate members of the judicial system and a copy placed in the student's personal file in the Office of Judicial Affairs and Community Responsibility. Sanctions may be assigned cumulatively depending on a student's prior record.

- a. **Restitution*** — The student is required to provide monetary reimbursement for repair/ replacement of property or service rendered. Restitution, however, is not considered sufficient penalty for willful damage or destruction of property.
- b. **Fine*** — The student is required to pay a financial penalty for his/her violation
**Restitution and fines are payable in cash or check payable to "University of Mary Washington" and delivered to the Student Accounts Office, G.W. Hall, by the appropriate date.*
- c. **Warning**
Simple reprimand: The student receives verbal or written warning for violation of University policies and regulations.
- d. **Constructive or educational task** — A task that benefits the individual, campus, or community (such as a service-related activity) is assigned to the student.
- e. **Restrictions** — A student's movements or contact may be restricted.
 - (1) **Loss of visitation:** The individual loses his/her visitation rights for a specific period of time. For example, an individual under this sanction may not sign-in to another hall or have a visitor sign-in to visit him/her.
 - (2) **Social probation:** The individual loses his/her social rights on campus for a specific period of time. No individual under this sanction may enter the Underground, Eagles Nest, mixers, or any campus-sponsored activity.
 - (3) **No Contact Order:** A student is directed to have no physical, verbal, or written contact with another individual. No Contact requirements may be placed at the discretion of the Vice President for Student Affairs, Dean of Student Life, or Hearing Officer.
- f. **Disciplinary probation** — During a specified period of probation, if the student is found responsible for additional violations of any sort or specific violations as specified then the student may be suspended from on-campus housing or from the University (see "Suspension from the Residence Halls" and "Suspension" below).
- g. **Relocation within residence halls** — The Residence Life Office has the right to change a student's room assignment based on the recommendations resulting from the judicial process.
- h. **Suspension from the residence halls** — The student loses the privilege of living in a University residence hall for a specified length of time. At the end of this time, after receiving approval from the Dean of Student Life or designee, the student is allowed to



reapply for residence hall living. The student may be admitted to a residence hall provided there is space available. During the suspension period, the student may not visit in, or enter, any residence hall at any time for any reason unless otherwise specified. Persons responsible for payment of the student's University bills will be notified by telephone by the Dean of Student Life or designee when a student is suspended from the residence halls. When suspended from living in the residence halls, the student must leave the hall according to the terms of the sanction or within 72 hours after the sanction has been imposed.

- i. **Expulsion from the residence halls** — The student loses the privilege of living in, visiting, or entering University residence halls. When expelled from the residence halls, the student must leave the residence halls according to the terms of the sanction or within 72 hours after the sanction has been imposed.
- j. **Extension of sanction/transcript and registration hold** — Any student failing to comply with a disciplinary decision within the designated period may be assessed a sanction greater in severity than the original sanction. In addition, a transcript and registration hold may be placed on the student's academic record.
- k. **Suspension** — The student is separated from the University for a period of time. Individuals responsible for payment of the student's University bills will be notified by telephone by the Dean of Student Life or designee to the extent allowed by FERPA. A letter will be sent to the student, the person responsible for the student's University bills (to the extent allowed by FERPA), Registrar, Office of Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of Judicial Affairs and Community Responsibility. When suspended, the student must leave campus within 36 hours after the sanction has been imposed. During the period of suspension, the student is banned from campus, and may only visit administration buildings for business purposes with prior clearance from the Dean of Student Life or designee. As noted in the Academic Catalog: "Courses taken at other institutions while a student is on suspension (academic, disciplinary, or honor) from Mary Washington are not accepted by Mary Washington for transfer credit and will not fulfill any degree requirement."
1. **Expulsion** — Permanent removal of the student from the University. Persons responsible for payment of the student's University bills will be notified by telephone by the Dean of Student Life or designee to the extent allowed by FERPA. A letter will be sent to the student, the person responsible for the student's University bills (to the extent allowed by FERPA), Registrar, Office of Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of Judicial Affairs and Community Responsibility. When expelled, the student must leave campus within 36 hours after the sanction has been imposed. A student expelled from the University is ineligible for readmission.

NOTE: Other sanctions may be assigned as determined by the hearing officer or board.

Parent/Guardian Notification of Alcohol Violations

Federal legislation allows for the University to notify certain family members when a student is found responsible for violating University alcohol policies or state laws regarding alcohol use. The parent or guardian of a student under the age of 21 will be notified based on the following conditions:

1. The student is found responsible for a major alcohol violation (intoxication).
2. The student is found responsible for a second or subsequent minor alcohol violation.
3. The student incurs medical conditions as a result of an alcohol-related incident.

A letter and/or phone call from the Dean of Student Life will inform the parent/guardian. Additional information on the notification policy is available from the Office of the Dean of Student Life.

Student access to documentation

The Office of Judicial Affairs and Community Responsibility is committed to allowing accused students access to incident-related documentation to the fullest extent of the law. Certain restrictions may apply, however. If the accused student also has been criminally charged with violation of local, state, or federal law, University Police documentation may not be available to the accused student. In this event, University Police shall provide a written summary of the complete documentation, and this summary shall be available to the accused student regardless of whether the administrative hearing precedes or follows the resolution of the criminal proceedings against the student. In addition, any documentation may be redacted so that confidential information (for example, addresses and telephone numbers of witnesses) are not available to the accused student.

Judicial record retention and privacy policy

Judicial records are kept in the Office of Judicial Affairs and Community Responsibility. These records are confidential to the extent allowed by University policy and the law, and the contents



of student judicial files cannot be shared unless students sign a release permitting the information to be shared with specific individuals or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated under the section "Educational Records" (p. 32). There are four exceptions to this policy:

1. Judicial information may be shared with other educational institutions;
2. Judicial information pertaining to repeated or severe violations of the drug and alcohol policy may be shared with parents (or other responsible guardians). This exception does not apply if the student is 21 years old or over, or can demonstrate that he/she is financially independent.
3. Parental notification may occur if the student's actions result in hospitalization.
4. Judicial information may be shared subject to subpoena or other court order.

Judicial information may be shared with other University administrators on a need-to-know basis. For example, the Office of Judicial Affairs and Community Responsibility will inform the appropriate coach when a student athlete has been charged with a violation of the drug or alcohol policy, and when the incident has been resolved through judicial action. This does not remove any obligation the student athlete may have to inform the coach on his/her own.

Certain judicial documents (e.g., incident reports, decision letters) are provided to accused students to assist them with preparation for a hearing or to provide them with official notification of a hearing's outcome. Because these documents may contain private information about other students (witnesses, other accused students, etc.), they are not to be shared with other individuals inside or outside of the University community. Students who do not respect the privacy of other individuals with respect to judicial documentation will be subject to additional judicial action.

Records in the Office of Judicial Affairs and Community Responsibility are retained in a student's educational file from the time of enrollment at the University of Mary Washington until three years after the student last attended the University. However, in the case of judicial suspensions and expulsions from the University, judicial records are retained indefinitely. The University is required to retain certain judicial records for longer than three years after the student's last attendance — for example, to comply with the Campus Security Act (also known as the Jeanne Clery Act). To that end, some judicial records, once they have been removed from an individual student's educational file, may be retained for a longer period of time in a separate file. At that point, they will not be considered part of the student's educational file, and will not be released under most circumstances. However, in the unlikely event that the University is subpoenaed to release an individual student's judicial records, any information still retained, even if it is retained outside of the student's educational file, will be released in compliance with the subpoena.

Students are encouraged to keep in mind that potential employers, in addition to graduate institutions, law enforcement, and the military, frequently request judicial information concerning candidates during the hiring or admissions process.

Judicial Review Board

Philosophy of the Board

All of the Board's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the University judicial process, as one of mediation between the expectations of the University as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and impulses of the individual student. Each alleged violation of University rules is considered unique, due to the circumstances surrounding the violation; therefore, there is no system precedence. The sanctions it recommends represent, not an attempt to punish, but the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

Composition of the Board

The Judicial Review Board (JRB) shall be comprised of the President, Vice President, and twenty elected members — five from each class. The JRB is advised by the Director of Judicial Affairs and Community Responsibility. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself/herself from the hearing. A quorum of five must be present to hold a hearing. The others shall be reserved in the event of an appeal. The Board members will select (from within the Board), a Hearing Coordinator, a Sanctions Coordinator, a Secretary, and a Treasurer.

General procedures

The JRB President receives the Incident Report and will contact the accused student. Students are given the choice of accepting responsibility by waiving their right to a JRB hearing (Waived Rights Case) or having a JRB hearing.

If the accused feels there are extenuating circumstances, or that s/he is not responsible for the violation(s), it is his/her right to have a hearing. Upon request, the Hearing Coordinator will schedule a date and time for the accused to appear before the JRB and explain the circumstances of the incident.



Procedures for Judicial Review Board (JRB) hearings

1. All those in attendance introduce themselves by their name and their role in the hearing.
2. The Hearing Chair reminds all present about the Honor Code, expectations of confidentiality, and the standard of evidence used, which is preponderance of evidence.
3. The Hearing Chair reads the charges to the accused student, who pleads "Responsible" or "Not Responsible" after each charge. (If the accused student pleads "Responsible" to all charges, the hearing moves directly into the sanctioning phase.)
4. The incident documentation is read by the Hearing Chair.
5. The incident documenter (if present) and witnesses requested by the Board (if present) relate their perspectives of the incident.
6. The accused student relates his or her perspective of the incident.
7. Witnesses requested by the accused (if present) share their perspectives of the incident.
8. The accused student is given the opportunity to hear all statements made by the incident documenter and by the witnesses, and to question these individuals in front of the Board following their statements.
9. The accused student is given the opportunity to make a closing statement.
10. The Hearing Chair adjourns the hearing for deliberation. The Board may recall any individual to question his or her statements further. The decision of the Board is based on the incident documentation and on statements made during the hearing. A simple majority of Board members present will determine whether the accused student is found "Responsible" or "Not Responsible" for each charge.
11. The Hearing Chair reconvenes the Board and the accused student (and his or her advisor, if present) and announces the Board's decision.
12. If the accused student is found "Responsible" for one or more charges, s/he is given the opportunity to make a statement and the Board is given the opportunity to question the accused student further.
13. The Hearing Chair adjourns the hearing for sanctioning. The decision of the Board is based on the incident documentation, statements made during the hearing, and any prior violations for which the accused has been found "Responsible." Board members will reach a decision concerning sanctions by a simple majority.
14. The Hearing Chair reconvenes the Board and the accused student (and his or her advisor, if present) and announces the Board's decision. The accused student is reminded about his or her right to appeal the hearing.
15. The Hearing Chair adjourns the hearing.

Procedure for appeal to Judicial Appellate Board

The Judicial Appellate Board shall be composed of a presiding officer and five non-biased members of the Judicial Review Board (JRB) who did not sit on the original hearing. All representatives will serve with equal voice and vote. An accused student who has been found responsible for a violation by the JRB may, within five business days after notification of the decision, send a letter of appeal to the JRB (Marye House) requesting the Judicial Appellate Board to review the decision of the JRB on any one of the following grounds:

- a. Denial of judicial process.
- b. Presentation of new evidence not available at time of hearing.
- c. Penalty was too severe for the offense committed.

In an appeal, the student shall set forth in writing all of his/her objections to the action of the JRB. The President and Vice President will review the appeal letter and evidence and decide if an appeal is warranted. In the case of (a) or (b), an appellate hearing shall occur. In the case of (c), the Judicial Appellate Board shall convene to consider the sanction only.

Procedure for appellate hearing

1. The Presiding Officer reads the letter of appeal to the Appellate Board and adds any relevant information.
2. The appealing student may present evidence he/she feels supports the appeal.
3. The Appellate Board may question the appealing student, any witnesses, or the Residence Life staff member (if present).
4. After testimony, the Presiding Officer adjourns the Appellate Board for deliberation. The Board may recall anyone who previously testified for further questioning and clarification.

Waived rights procedures and appeals

Students have the option to waive their right to a Judicial Review Board hearing and to plead responsible to all charges. In a waived rights procedure, the accused student is not present. The Judicial Review Board President or Vice President reads the incident report to a panel of at least five JRB representatives. The panel then discusses and decides on appropriate sanction(s) for the offense(s). A decision letter is sent to the student indicating what sanction(s) have been issued.

After the waived rights procedure has been completed, students who chose the procedure may appeal the panel's decision if they feel that the sanction they received was too severe.



Students who wish to appeal must submit a letter stating the grounds for their appeal to the Judicial Review Board within five business days after notification of the panel's decision. In the case of an appeal, the accused student's case will be heard before an appellate panel comprised of at least five representatives who did not sit on the original waived rights panel. The panel may sustain the original sanction(s), or may choose to decrease the sanction(s). As with other appellate procedures, the decision of the appellate panel is final.

Student Conduct Hearing Board (SCHB)

Students alleged to have violated the University's Drug Policy, Sexual Harassment Policy, or Sexual Misconduct Policy are referred to the Student Conduct Hearing Board (SCHB).

The purpose of the hearing is to provide a full account of the circumstances and facts involved. Generally, a hearing will take place prior to the University enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the University community, the student may be suspended from the University or residence hall until the hearing can be scheduled.

The Student Conduct Hearing Board shall have full authority to determine the disciplinary sanction, if any, to be imposed upon a student found responsible for a violation. The Board is chaired by the Director of Judicial Affairs and Community Responsibility (or designee).

Composition of the SCHB and responsibilities of the Chair

1. The SCHB will consist of members from the University community, each of whom is appointed annually by the President of the University in consultation with the Dean of Student Life. Representatives from the faculty, the administration, and the student body will occupy positions on the SCHB. The Chair of the SCHB shall be appointed in addition to the other Board members. He/She will preside over the proceedings. The responsibilities of the Chair shall include:
 - a. Protecting the referred student's right to confidentiality and guaranteeing Judicial Process Rights (p. 72).
 - b. Contacting the members of the SCHB to notify them of the date, time, and location of the hearing.
 - c. Notifying the Dean of Student Life and the Vice President for Student Affairs of the Board's decision and recommendations. In those cases in which a student is suspended or expelled from the University, the Registrar, Office of Business & Finance, and Admissions Offices shall also be notified (to the extent allowed by FERPA).
 - d. Taking all responsible steps to ensure that the imposed sanction is carried out by the student.
2. Five members must be present to hold the hearing. Three student members must be part of the quorum.
3. The Chair of the SCHB shall arrange for the proceedings of the hearing to be recorded solely for the purpose of providing the Vice President for Student Affairs with a record of the hearing in the event the student is eligible to appeal the decision. No recording of the hearing shall be made by other persons. The Chair shall maintain the recording for the period of time the student is allowed to make an appeal. If an appeal is not made within the time allotted, the Chair shall destroy the recording. In the event of an appeal, the recording shall remain in the possession of, and under the control of, the Vice President until final disposition of the appeal. The student shall be provided reasonable access to the recording for purposes of review, with the understanding that no duplication of the recording shall be permitted.

Student Conduct Hearing Board procedures

1. The Chair of the SCHB will notify the referred student of the date, time and location of the hearing. This notification will be at least 72 hours prior to the hearing. The 72-hour time period may be waived in writing by the accused if he/she desires.
2. The referring party and the referred student shall each be entitled to have one advisor appear with him/her at the hearing. This advisor must be a member of the student body, faculty, or staff of the University; or a parent or guardian. If the student elects to have an advisor, it is his/her responsibility to locate an advisor and inform the Chair of the SCHB at least 12 hours prior to the hearing. In the case of sexual misconduct, the referring party may have an advocate present in addition to an advisor. The advocate's role is strictly one of support for the referring party. Neither the advisor nor the advocate plays an active role in the proceedings, or may serve as a witness. The role of the advisor shall be to:
 - a. Advise the student in preparation for the hearing.
 - b. Assist the referred student in the preparation of opening and closing remarks.
 - c. Advise the student on cross-examining and raising questions.
 - d. Assist in the preparation of an appeal, if appropriate.

Hearing Procedure:

- a. The Chair calls the hearing to order.
- b. All involved parties (the referred student(s), advisor, referring party, advocate (if appropriate), and witnesses) enter.



- c. All are reminded of the Honor Code.
- d. Introductions are made.
- e. All witnesses exit and are called when needed.
- f. The Chair states the charge(s).
- g. The referred student is given the opportunity to respond either responsible or not responsible to the charges.
- h. When recognized by the Chair, the referred student, the referring party, and members of the SCHB may ask questions at the conclusion of each testimony and presentation of evidence.
- i. The evidence supporting the referral is submitted by the referring party.
- j. Witnesses supporting the referral are called in and asked to share what they witnessed that directly relates to the incident being reviewed during the hearing.
- k. The referred student is asked to relate the circumstances surrounding the referral.
- l. The witnesses supporting the referred student are called in and asked to share what they witnessed that directly relates to the incident being reviewed during the hearing.
- m. The referred student will have the opportunity to make a final statement before the deliberation of responsibility.
- n. All are excused except SCHB members who stay for deliberation and voting. This deliberation must include a decision regarding responsibility in the referred matter.
- o. The referred student(s), advisor, referring party and advocate, if present, are called back in, at which time the Chair informs all persons present of the Board's decision. If the referred student is found not responsible, the hearing ends. If the referred student is found responsible, the hearing continues.
- p. If the referred student wishes, character witnesses will be allowed to testify at this time.
- q. Previous judicial history is revealed to SCHB members.
- r. The referred student will have the opportunity to make a final statement before the deliberation of sanction.
- s. All are excused except SCHB members who stay for deliberation and voting. This deliberation must include a decision regarding sanctions in the referred matter.
- t. The referred student(s), advisor, referring party and advocate, if present, are called back in, at which time the Chair informs all persons present of the Board's decision regarding sanction(s). The Chair reminds the referred student of his/her right to appeal. If the hearing just concluded was held to appeal an earlier sanction, no further appeal can be made. A student who is found responsible is required to comply fully with the imposed sanction. Non-compliance will result in additional penalties ranging from a warning to dismissal from the University.
- u. The accused may appeal the case to the Vice President for Student Affairs, in writing, within five business days from the time the sanction is imposed. This appeal must be based on violation of judicial process rights, upon the presentation of evidence not available at the hearing, or upon the penalty being too severe for the offense committed. In the case of new evidence or violation of judicial process rights, the Vice President may direct a new Student Conduct Hearing Board to rehear the case.
- v. Unless there is any further discussion, all are dismissed and the hearing ends.



Honor System

Honor Code

The concept of honor at the University of Mary Washington

The Honor System at the University of Mary Washington is a deeply cherished tradition founded upon the personal integrity of each individual member of the University community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community which characterizes the institution.

The Honor Council controls all operational aspects of the system with oversight by the Vice President for Student Affairs and Dean of Students. It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution.

The Honor Constitution

Introduction

The Honor System applies to every student who is enrolled at the University of Mary Washington. Accordingly, every student shall be required to verify acceptance of the Honor System by signing the following Honor Pledge:

"I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so."

Registration as a student at the University of Mary Washington obliges a student to abide by the Honor Constitution. Each student will sign the Honor Pledge before classes begin, in accordance with each College's procedure. This is a symbol of each student's willingness to accept the Honor System as a way of life at the University of Mary Washington. The ultimate responsibility for signing the Honor Pledge rests with the student.

Article I: Scope of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows:

- A. Lying: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.
- B. Cheating: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.
- C. Stealing: the taking of the property of another person, the University or any other organization or entity, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a University key.

Section 2. In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments, as appropriate: "I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work." By writing and signing this statement, the student affirms their promise to uphold the Honor Pledge. This pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor.

Section 3. Each College's Organizational and Procedural Appendix is attached to this Constitution. [Note: Due to anticipated changes, Appendix B for CGPS is only available online at www.umw.edu/studentaffairs/umw_honor_system.] The Appendices provide organizational and procedural requirements for the effective operation of the Honor System within the Colleges. These requirements are tailored uniquely and specifically to the Colleges, their student bodies and their missions.

Article II: Organization

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code. Each College shall have its own Honor Council, with its detailed organization outlined in the appropriate appendix.

Article III: Procedure

Section 1. Investigation

- A. The Honor Councils operate on the premise that every person is deemed not responsible until proven responsible. Each College of the University of Mary Washington shall develop its own procedures for resolving suspected Honor Code violations. The procedures are outlined in the appropriate appendix.

Article IV: Notation on Academic Record

Section 1. Record of Honor Hearing

- A. In the case of acquittal, all records of the hearing shall be destroyed expeditiously.
- B. In the case of a conviction, one or more of the following entries shall be made on the student's official academic record, as appropriate:
1. Sanctioned by the Honor Council on [date] to perform [number] hours of community service for the Honor Code offense of [name of violation]. At the time of graduation from the University, this notation shall be removed from the official academic record.
 2. Placed on social probation for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. At the time of graduation from the University, this notation shall be removed from the official academic record.
 3. Sanctioned loss of credit in [insert course name] for the Honor Code violation of [insert violation]. Three years after graduation from the University, this notation shall be removed from the official academic record.
 4. Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date]. This is a permanent notation.
 5. Permanently dismissed from the University by the Honor Council on [date] for the Honor Code offense of [name of violation]. This is a permanent notation.

Article V: Amendments to the Constitution

Section 1. Amendments to this Constitution may be initiated either by the Honor Council itself or by the student body.

- A. Each Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote from the University's additional Honor Council(s) of at least three-fourths of their members, and an affirmative vote of the majority of the votes cast in a student body referendum from both campuses.
- B. The student body may initiate an amendment by presenting to each Honor Council a petition signed by at least ten percent of the currently enrolled student body from each campus. For approval, the amendment must then receive an affirmative vote of at least three-fourths of each Honor Council's members. It must then receive an affirmative vote of a majority of the votes cast in a student body referendum from both campuses.
- C. In the event that an Honor Council does not approve an amendment initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body is presented to each Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of a majority of the votes cast in a student body referendum from both campuses.

Section 2. Amendments to an Appendix may be initiated by the appropriate Honor Council or by the student body of the appropriate campus.

- A. An Honor Council may initiate an amendment to its Appendix by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of the majority of the votes cast in a student body referendum of the appropriate campus.
- B. The student body may initiate an amendment to its Appendix by presenting to its Honor Council a petition signed by at least ten percent of the currently enrolled student body. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the Honor Council's members. It must then receive an affirmative vote of a majority of the votes cast in a student body referendum of the appropriate campus.
- C. In the event that an Honor Council does not approve an amendment to an Appendix initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body of the appropriate campus is presented to its Honor Council requesting a referendum on the amendment. For



approval, the amendment must then receive an affirmative vote of a majority of the votes cast in a student body referendum of the appropriate campus.

Section 3. Any amendments to the Constitution or Appendices must be approved by the Board of Visitors of the University before it can become operative.

Appendix A

College of Liberal Arts and Sciences

Honor Constitution Organizational and Procedural Appendix

Article I: Scope of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, and stealing in all their various forms.

Article II: Organization

Section 1. The College of Liberal Arts and Sciences Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code.

Section 2. The Honor Council consists of a president and 16 other members.

- A. The Honor Council president is elected at large by the entire student body from among currently enrolled students. The president must have at least one academic year's experience as an Honor Council representative. In the event that no eligible candidates are nominated to run for the Honor Council presidency, an appropriate decision will be made by the Honor Council Supervisor. Any concerns of eligibility that arise will be handled by the Honor Council Supervisor.
- B. The 16 other members consist of four representatives each from the freshman, sophomore, junior, and senior classes, elected by currently enrolled students in the respective classes.
- C. One Honor Council representative shall be elected by the Council to serve as vice president. That person shall assume the duties of the president in the president's absence, and shall perform such other duties as may be assigned by the president.
- D. The terms of office of Honor Council members shall begin in the spring semester of the year in which elected, and shall continue until the installation of the succeeding members the following year. Members of the Honor Council may be reelected.
- E. Any member of the Honor Council who fails to perform the duties or uphold the standards of office may be removed by action of his or her constituency or by the Honor Council itself, as follows:
 1. Upon presentation to the Honor Council of a petition signed by at least 20 percent of the member's currently enrolled class (in the case of an honor representative), or at least 20 percent of the entire currently enrolled student body (in the case of the president), the question of recall shall be considered. At least three-fourths of the Honor Council must vote in favor of removal in order for the motion to be carried. If, upon petition, the Honor Council fails to remove the member in question, such action may be overridden upon petition of at least 40 percent of the appropriate constituency followed by a majority of the votes cast by that constituency.
 2. Alternatively, the Honor Council itself may initiate the recall of a member by a vote of at least three-fourths of its members in favor of removal.
 3. Whenever a member is removed or resigns from office, an election shall be held as soon as practicable by the appropriate constituent group to fill the vacancy thus created.

Section 3. An Honor Investigator shall be appointed by the Honor Council president whenever an alleged honor violation has been reported, and it shall be the duty of this person to gather information from both the accuser and the accused concerning the alleged violation. This information shall be presented to the Honor Advisory Board in accordance with Article II, Section 4. The appointed Honor Investigator shall not be eligible to be part of an Honor Panel in any hearing or appeal which may result from the alleged honor violation.

Section 4. There shall be an Honor Advisory Board consisting of the president of the Honor Council (as chair), the president of the Student Government Association, and the president of the Judicial Review Board. It is the responsibility of this body to receive information from the Honor Investigator and, on that basis, to determine the appropriate dispensation of the alleged violation.

Section 5. There shall be Student Honor Advisors appointed by the Student Advisor Coordinator from among the student applicants.

- A. The Student Advisor Coordinator, chosen by the Honor Council president from among student applicants, will appoint two Student Honor Advisors to each hearing.
- B. At each hearing, one Student Honor Advisor will serve as advisor for the accuser and one will serve as advisor for the accused.



Section 6. There shall be eight nonvoting faculty advisors to the Honor Council, two of whom shall be present at each hearing.

- A. Faculty advisors shall be appointed for staggered three-year terms by the President of the University in consultation with the president of the Honor Council.
- B. Faculty advisors shall be selected in such a manner that there is a least one representative from each of the classroom buildings and the library.
- C. Prior to each honor hearing, one faculty advisor shall be available to assist the accuser and one to assist the accused, but neither shall participate in the conduct of the hearing itself.
- D. Faculty advisors should meet with the Honor Council president and/or vice president at least once per semester to review matters of function and practice, and to review sanctions imposed by the Honor Council.
- E. The president of the Honor Council, or the vice president of the Honor Council, shall report to the Faculty Senate at least once per semester concerning Council matters.

Section 7. There shall be an Honor Contact within each residence hall, to be elected by the hall's residents in the fall semester of each year, to serve as liaison between the Honor Council and the residents of that hall. The commuting students shall also elect an Honor Contact to serve as their liaison.

Section 8. In order to take into account the existence of more than one Honor Council (one on each campus), a student suspected of an honor violation will be referred directly to their "home campus" Honor Council for investigation. "Home campus" shall be determined by the registrar's office.

Section 9. Procedural Advisor. There shall be one nonvoting Procedural Advisor to the Honor Council, who shall be appointed by the President of the University in consultation with the president of the Honor Council. It shall be the role of the Procedural Advisor to aid the Honor Council president in providing clarification concerning Honor System procedures. The Procedural Advisor shall be present at each hearing and be present for jury and Honor Council deliberations during said hearings.

Section 10. Supervisor. In accordance with the Bylaws of the Board of Visitors of the University of Mary Washington, an Honor Council Supervisor may be appointed by the Board of Visitors to oversee the Honor Council.

Article III: Procedure

Section 1. Investigation

- A. The Honor Council operates on the premise that every person is deemed not responsible until proven responsible.
- B. All members of the University community should feel obligated to investigate as quickly and discreetly as possible any suspected violation of the Honor Code. If it is apparent that no honor violation has in fact occurred, there shall be no further proceedings. If, however, it is believed that a violation has occurred, the person suspected of the violation should be approached with a request for an explanation of the suspected violation. If the explanation is deemed satisfactory, there shall be no further proceedings. If the explanation is not satisfactory, an accusation should be made, and the accuser must notify the president of the Honor Council in writing. All accusations must be made within 21 in-session days from the date of discovery of the alleged violation. The accused must be a member of the University community. Once an accusation is submitted, it cannot be withdrawn. If a student refuses to proceed with an honor hearing, the student shall be referred to the Honor Council Supervisor. [Note: "In-session days" includes any day, including weekends, from the beginning until the end of the academic year for students, not including official breaks and holidays.]
- C. The Honor Council president shall appoint an Honor Investigator to gather information from both the accuser and the accused.
- D. Within 14 calendar days, the Honor Investigator shall report to the Honor Advisory Board, unless granted an extension by the Honor Council President. In accordance with Article II, Section 3, the Honor Investigator shall prepare an information packet consisting of relevant testimony and information for the Honor Advisory Board to review. This packet shall be made available to the accuser and accused person following the Honor Advisory Board hearing. On the basis of the information packet and the Honor Investigator's report, the Honor Advisory Board shall make one of the following determinations:
 - 1. If there is no evidence that a violation has occurred, the process shall end.
 - 2. If the evidence presented is insufficient, or the grounds inappropriate, to warrant further adjudication, there shall be no further proceedings.
 - 3. If there is evidence of a violation, but not one which involves an infraction of the Honor Code per se, the matter shall be referred to the appropriate body for adjudication (e.g., Judicial Review Board).
 - 4. If there is evidence of an Honor Code violation, the accused student shall be given the option of withdrawing from the University or being heard by the Honor Council.



If either determination 1 or 2 is made by the Honor Advisory Board, then the information packet that was prepared by the Honor Investigator is destroyed. If either determination 3 or 4 is made, then the packet shall be given to the accuser and the accused persons.

E. Voluntary Withdrawal

1. An accuser cannot withdraw a charge of an honor violation upon agreement of the accused to withdraw from the University.
2. If the accused elects to discontinue enrollment:
 - a. The Honor Council shall take appropriate action to record the facts as they were presented;
 - b. The Honor Council president shall notify the President of the University and other appropriate administrative officers of such action; and,
 - c. The following entry shall be made on the student's official academic record:
"Discontinued enrollment from the University on [date] under accusation of an Honor Code violation of [name of violation] and is therefore permanently dismissed."

F. If the accused student elects to stand trial, the president of the Honor Council shall arrange for a jury hearing. No hearing shall be scheduled between the beginning of the Reading Period and the end of the Examination Period. Cases which arise within this time frame shall be tried as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester (summer sessions excluded); in the event of extenuating circumstances, the president of the Honor Council may grant a postponement.

G. Admission of Guilt

1. The accused student may plead responsible at any point prior to convening the actual honor hearing. When doing so, the accused shall forego the right to a jury hearing and, instead, shall appear before a review and sanction hearing. The purpose of the hearing shall be to determine an appropriate sanction based on the honor violation.
2. When pleading responsible, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of responsible and waiving the right to a jury hearing.
3. Upon receipt of the accused student's statement, the Honor Council president shall arrange for a review and sanction hearing. At the hearing, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor Council representatives. Both parties shall be entitled to have present at the hearing a Student Honor Advisor, appointed by the Student Advisor Coordinator, and a faculty advisor. Both parties shall be entitled to present a statement at the time of the hearing.

H. Evidence and Witnesses

The accuser and accused may use anything contained in the Honor Investigator's report during an honor hearing. Any additional information presented at the hearing that is not contained in the Investigator's report, or the use of oral or written testimony from third parties, must be exchanged among the accuser, accused, and the Honor Council president 48 hours prior to the convening of the hearing.

Section 2. Hearing

A. Composition

1. At a hearing, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor Council representatives.
2. There shall be a jury of nine students, chosen at random from the student body.
 - a. It shall be the duty of the Honor Council president to ensure that each juror is unbiased. Toward that end, the accuser and the accused, as well as the members of the Honor Council, shall have the right to question prospective jurors in order to eliminate from service anyone who may be biased.
 - b. Although students are normally expected to serve if called, exemptions may be made for academic reasons or other legitimate extenuating circumstances.
3. Two faculty advisors appointed by the president of the Honor Council (see above, Art. II, Sec. 6C) shall be present, but shall not participate in the conduct of the hearing itself.
4. Two Student Honor Advisors shall be present. The Student Advisor Coordinator shall designate one to serve as advisor to the accused, and one as advisor to the accuser.
5. The accuser and the accused may each engage any person of his or her own choice to act as counsel (see below, Art. III, Sec. 2B3).
6. The hearing will proceed in the absence of the accused, unless granted a postponement by the Honor Council president

B. Format

1. Attendance at the hearing shall normally be restricted to those persons described above (Art. III, Sec. 2A). However, the accused may request an open hearing, in which



case additional members of the University community or other persons designated by the accused may also attend as permitted by room capacity.

2. The Honor Council, with the president serving as the presiding officer, shall direct the hearing process.
3. Rules of Testimony
 - a. The accused is not required to testify on his or her behalf and cannot be compelled to answer questions during the hearing.
 - b. Failure of the accused to testify shall not be mentioned by the accuser during the hearing, nor shall it be a consideration in determining either a verdict or, in the event of conviction, a sanction.
 - c. If the accused chooses to respond to questions from the Honor Council, such responses must be made personally by the accused, not by counsel or by any other representative of the accused.
4. Upon conclusion of all testimony, the jury shall deliberate and deliver to the Honor Council president a verdict of responsible or not responsible. A verdict of responsible shall be rendered only upon the concurrence of at least two-thirds of the jury.
 - a. If a verdict of responsible is rendered, the five Honor Council representatives who are present shall decide the appropriate sanction, which shall be announced by the president of the Honor Council.

C. Sanctions

1. Following a verdict of responsible or an admission of responsibility, the Honor Council must impose one or more of the following sanctions:
 - a. Community Service. Where appropriate, the sanction of community service may be rendered.
 - b. Social Probation. In cases involving nonacademic violations, the probationary sanction shall include, as appropriate, loss of social and/or residential privileges for a time period, determined by the Honor Council, in which the student is enrolled in classes.
 - c. Loss of Credit. In cases involving academic violations, the sanction may require the loss of academic credit through the assignment of a failing grade in the course(s) involved.
 - d. Honor Suspension. Honor suspension is the loss of all academic credit for the semester in which the violation occurred. The period of suspension may be longer at the discretion of the Honor Council.
 - e. Permanent Dismissal. A student receiving the sanction of permanent dismissal is not eligible to return to the University.
2. Any record of previous honor offenses shall not be taken into account in determining the verdict in a hearing; however, the Honor Council shall consider such record in determining the sanction to be imposed in the event of subsequent conviction, as follows:
 - a. If a student, having been previously convicted and placed on probation or given community service, shall be found responsible of a second violation, the sanction for the latter violation must be either suspension or permanent dismissal.
 - b. If a student, having been previously convicted and suspended, shall be found responsible of a subsequent violation, the sanction for the latter violation must be permanent dismissal.
3. All sanctions imposed shall be entered into the student's official academic record (see below, Art. III, Sec. 4).

Section 3. Appeal

A. Appeal of Verdict

1. A student convicted of an honor offense may appeal the verdict on procedural grounds or upon the presentation of relevant new evidence which was unavailable at the time of the original hearing. Such appeal must be made in writing, and may, in addition, be presented orally to the Honor Advisory Board within five calendar days after the initial verdict is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.
2. If the appeal is granted, a new hearing is ordered. Such hearing shall be conducted in accordance with established honor hearing procedures (see Art. III, Sec. 2), but shall include no Honor Council member or juror who participated in the initial hearing.
3. If the appeal is not granted, the original verdict shall stand as rendered.

B. Appeal of Sanction

1. A student convicted of an honor offense has the right to appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, in addition, be presented orally to the president of the Honor Council within five calendar days after the initial verdict is rendered.
2. The president of the Honor Council shall appoint an Honor Appellate Panel to consider such appeal. The Panel shall consist of five unbiased Honor Council members who did not participate in the initial hearing.



3. During an appeal, the Honor Appellate Panel shall review records of the initial hearing. The president or vice president of the Honor Council may read a personal statement submitted by the appealing student to the Honor Appellate Panel. The Panel shall determine whether to sustain, decrease, or increase the sanction imposed at the initial hearing based upon the records and statements presented to them.
4. The decision of the Honor Appellate Panel shall be final, and the convicted student shall have no further right of appeal.
- C. In the event that an insufficient number of current Honor Council members is available to consider an appeal, the Honor Council president shall have the right to authorize previous Honor Council members to serve at an appeal hearing.

Section 4. Notation on Academic Record

- A. In the case of acquittal, all records of the hearing shall be destroyed expeditiously.
- B. In the case of conviction, an entry shall be made on a student's academic record as described in Article IV of the Constitution.

Section 5. Violations of Conditions of Previously Imposed Sanctions

- A. The Honor Council may resanction a student who has violated the conditions of a previously imposed sanction even if the violation itself does not constitute an honor offense.
- B. Hearing
 1. The president of the Honor Council shall arrange for a hearing to consider whether the conditions of a previously imposed sanction have been violated. At this hearing the Honor Council shall be composed of six of its members: the Honor Council president, who is the presiding officer for the hearing; plus five unbiased Honor Council representatives. The accused shall be entitled to have present at the hearing a Student Honor Advisor, appointed by the Student Advisor Coordinator, and a faculty advisor. The Honor Council will bring a charge of violation of conditions of a previously imposed sanction. The accused shall be entitled to present any evidence at the hearing that is relevant to the charge that the previously imposed sanction has been violated. No evidence may be presented at the hearing which is otherwise excluded by the procedures of the Honor Council or the Honor Constitution.
 2. The hearing will proceed in the absence of the accused.
 3. Upon conclusion of all testimony, the five Honor Council representatives who are present at the hearing shall determine what sanction, if any, will be imposed.
 4. The sanction imposed pursuant to this procedure may supersede, or be in addition to, the sanction previously imposed for the honor offense.
- C. In the event that an insufficient number of current Honor Council members are available to attend this type of hearing, the Honor Council president shall have the right to authorize previous Honor Council members to participate.

Section 6. A brief summary of every case heard by the Honor Council, whether resulting in acquittal or conviction, shall be published in an appropriate venue. Such summary shall include the verdict and the sanction (if any), but shall not include the names of the accuser or accused.

Article IV: Amendments to Appendix A

Section 1. Amendments to this Appendix may be initiated either by the Honor Council itself or by the student body of the College of Arts and Sciences.

- A. The Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of the majority of the votes cast in a student body referendum.
- B. The student body may initiate an amendment to Appendix A by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled student body. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the Honor Council members. It must then receive an affirmative vote of the majority of the votes cast in a student body referendum.
- C. In the event that the Honor Council does not approve an amendment to Appendix A initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body is presented to the Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of the majority of the votes cast in a student body referendum.

Section 2. Any amendment must be approved by the Board of Visitors of the University before it can become operative.



Student Government Association Constitution

College of Arts and Sciences, University of Mary Washington

Preamble

We, the students of the College of Arts and Sciences, University of Mary Washington (College), having established a Student Government Association to promote communication, cooperation, and understanding among students, faculty, and administrators, do ordain and establish this our Constitution.

Article I. Purpose

The purpose of the Student Government Association (SGA) shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The SGA shall share with the faculty and the administration the obligation of respecting and promoting the traditions, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.

Article II. Membership

Upon matriculation into the College, a student automatically becomes a member of the Student Government Association. All students holding elected and appointed SGA positions shall maintain a minimum 2.2 cumulative GPA, and shall be in good social standing as defined by the Dean of Student Life and the Student Handbook.

Article III. Organization

The Executive, Legislative, and Judicial branches comprise the governing bodies of the SGA. All elected and appointed officers of the Executive Cabinet shall have the responsibility for the efficient operation of the SGA, under the direction of the President of the Student Government Association.

Article IV. Authority

Section 1. The Student Government Association derives its authority from the student body exercising their Constitutional rights guaranteed by the First Amendment to the Constitution of the United States of America and from delegation by the President of the College. The elected representatives of the SGA shall have the sole authority to act in the name of the student body. The SGA commits itself to uphold and enforce only those regulations made through mutual agreement and understanding between the SGA and the administration of the College.

Section 2. Members of the Executive Cabinet and other representatives of the SGA shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

Article V. Ratification

A decision made upon the plurality of votes cast marks the ratification of the SGA Constitution.

Article VI. Executive Branch

Section 1. The Executive Cabinet of the Student Government Association holds all executive power under the direction of the SGA President.

Section 2. The Executive Cabinet, a body comprised of members, represents the student body on all matters of joint concern between the administration of the University and the student body. The Executive Cabinet is the highest elected body on campus. The members of the Executive Cabinet include: the President (elected, voting member), the Vice President (elected, voting member), the Judicial Review Board President (elected, voting member), the Honor Council President (elected, voting member), the Legislative Action Committee Chairperson (elected, voting member), the Academic Affairs Council Chairperson (elected, voting member), the Association of Residence Halls President (elected, voting member), the Commuting Student Association President (elected, voting member), the Executive Coordinator (appointed, non-voting member), the Treasurer (appointed, non-voting member), the Press Secretary (appointed, non-voting member), the Secretary (appointed, non-voting member), the Technology Coordinator (appointed, non-voting member), and the Parliamentarian (appointed, non-voting member). Each member of the Executive Cabinet has a full voice at all meetings. These officers have a term of office until the next transition period is completed.

Section 3. The student body shall elect the President, Vice President, Judicial Review Board President, Judicial Review Board Vice President, Honor Council President, Legislative Action Committee Chairperson, the Academic Affairs Council Chairperson, the Association of Residence Halls President, and the Commuting Student Association President by a secret ballot based on a plurality of votes cast.



Section 4. The Executive Cabinet of the Student Government Association shall have the authority to regulate all SGA activities. Upon advice from the Executive Cabinet, the Judicial Review Board shall be the final interpreter of the SGA Constitution. The Executive Cabinet shall also serve as an advisory body to the President of the University.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the sole authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of duties and responsibilities of each member of the Executive Cabinet shall be as follows:

Position: Student Government Association President

The President of the Student Government Association is the official spokesperson for the SGA and the student body. The President shall call and preside over all meetings of the Executive Cabinet as well as any open student body meeting. The President shall appoint the SGA Secretary, Treasurer, Executive Coordinator, Parliamentarian, Technology Coordinator and the Press Secretary of the Executive Cabinet with the approval of the Student Senate. The President shall nominate students to serve on any student/faculty committees and designate students to represent the SGA at official University functions. The President is also responsible for the efficient operation of the daily activities of the organization. The President shall attend regular meetings of the Honor Advisory Board (HAB) with the Honor Council President and the JRB President and serve as the official representative of SGA to the HAB. The President is responsible to the President of the University and shall act as a liaison for the SGA to the Board of Visitors.

Position: Student Government Association Vice President

The Vice President of the SGA shall act as SGA President in his/her absence. The Vice President shall serve as President of the Senate. The Senate President shall call and preside over all meetings of the Senate, voting only in a tie situation. The Vice President shall call and preside over all meetings of the Board of Senate Officers. The SGA Vice President shall appoint the Secretary and Parliamentarian of the Senate and shall choose all co-chairpersons of the standing committees and ad-hoc committees of the Senate with the Senate's approval. Only elected Senators may be appointed to be co-chairs of the standing and ad-hoc committees of Senate. The Vice President is responsible for the daily operations of the Senate.

Position: Judicial Review Board President

The Judicial Review Board President shall be the official representative of the SGA on all matters of judicial concern. The JRB President (elected, non-voting within JRB) shall preside over Judicial Review Board hearings and is responsible for coordinating all judicial trials. The JRB President is responsible for maintaining records of all judicial proceedings.

Position: Honor Council President

The Honor Council President shall be the official representative of the SGA in all matters relating to the Honor System. Said President shall communicate developments of the Honor system to the Cabinet members. This time may also be used as a forum for discussion concerning Honor Code matters.

Position: Legislative Action Committee Chairperson

The Legislative Action Committee Chairperson shall call and preside over all meetings of the Legislative Action Committee (LAC). The LAC concerns itself with all lobbying efforts on legislative, political, and community concerns that affect the College as a whole. The Chairperson shall appoint a Vice Chairperson, Chairpersons of the standing subcommittees of LAC along with a Secretary and Press Secretary. The LAC represents the student body interests on all local, state, and federal government levels as well as to the administration of the University.

Position: Academic Affairs Council Chairperson

The Academic Affairs Council (AAC) Chairperson shall be the official representative of the SGA in all matters of academic concern. The Vice Chairperson shall act as AAC Chairperson in his/her absence. The Chairperson shall attend all faculty Senate and full faculty meetings and shall be the only recognized student speaker at these meetings. Said Chairperson shall call and preside over meetings of the Academic Affairs Council and shall cooperate with the Academic Services Office in areas of academic concern, advising and registration in the student body interests. The AAC Chairperson is responsible for meeting with the Senate Academic and Faculty Affairs Committee Chairperson to discuss passed Senate motions about academic and faculty affairs.

Position: Association of Residence Halls President

The Association of Residence Halls (ARH) President shall be a full time on-campus student who presides over all meetings of the ARH Executive Council. The ARH President shall be a



liaison between the Office of Residence Life and the student body and represent ARH to the University offices. The Association of Residence Halls constitution and all ARH procedures shall be found in the by-laws of the SGA.

Position: Commuting Student Association President

The Commuting Student Association (CSA) President (elected, voting) is responsible for representing the commuting students to the SGA, all University offices and the Fredericksburg community. The CSA President shall be a commuter for the duration of his/her term and provide an effective means of communication between the above mentioned groups, and shall assimilate the commuting students into the mainstream of Mary Washington campus life through activities. The Commuting Students Association constitution and all CSA procedures shall be found in the by-laws of the SGA.

Position: Executive Coordinator

The Executive Coordinator (EC) is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The EC shall attend all Executive Cabinet meetings with full voice but as a non-voting member. The EC is responsible for planning and coordinating all SGA events along with assisting the endeavors undertaken by other members of the Executive Cabinet.

Position: Treasurer

The Treasurer is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Treasurer shall attend all Executive Cabinet meetings with full voice but as a non-voting member. The Treasurer is responsible for the effective, timely, and accurate bookkeeping of all monetary transactions. Moreover sound financial advice as well as monetary records ought to be provided to the Executive Cabinet. The Treasurer must also be able to provide an accurate running balance of the SGA account upon written request by any member of the student body at any Executive Cabinet Meeting.

Position: Secretary

The Secretary is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Secretary shall attend all Executive Cabinet meetings with full voice but as a non-voting member. The Secretary is responsible for the accurate recording of the minutes of the Executive Cabinet meetings. The Secretary is responsible for the upkeep of all SGA Bulletin Boards.

Position: Press Secretary

The Press Secretary is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Press Secretary shall attend all Executive Cabinet meetings with full voice but as a non-voting member. The Press Secretary is responsible for all publicity for the SGA. The Press Secretary shall work with the Senate for publicity reasons whenever necessary. The Press Secretary shall assist the Executive Cabinet Secretary with all SGA Bulletin Boards.

Position: Technology Coordinator

The Technology Coordinator is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Technology Coordinator shall attend all Executive Cabinet meetings with full voice but as a non-voting member. The Technology Coordinator is responsible for updating the SGA website before the beginning of the fall semester each year and maintaining the SGA website in a timely manner.

Position: Parliamentarian

The Parliamentarian is appointed in the spring by the newly elected SGA President with the approval of the current Senate and shall attend all meetings of the Executive Cabinet serving as a member with full voice but as a non-voting member. The Parliamentarian is the foremost authority on *Robert's Rules of Order Newly Revised* and acts as an advisor on such matters to the SGA President whenever necessary. The Parliamentarian shall maintain his/her position until transition.

Section 7. The Executive Cabinet shall formulate, organize and clearly state in writing the goals, policies and procedures of the SGA for the upcoming administrative year. These goals must be made accessible to members of the student body upon request.

Section 8. The Executive Cabinet shall meet once a week on a day and time agreed upon by the Cabinet. All students are allowed to attend open meetings with full voice. Attendance of all Executive Cabinet members shall be mandatory. Any excuses should be cleared with the SGA President prior to the meeting. If the President or Chair of an organization cannot attend a meeting, he/she may send their Vice President or Vice-Chair and he/she may have a vote in the Cabinet meeting. If the Vice President or Vice-Chair is incapable of fulfilling this duty, the President or Chair of the organization may appoint another Executive Board member from that



organization. In the event that the Vice President or Vice-Chair representing his or her respective organization also holds a seat within Senate, he or she must abstain from voting on Senate motions, but carries full vote in all remaining areas.

Section 9. In case of the removal of the SGA President from office or his/her resignation or inability to discharge his/her duties, the powers and duties shall devolve to the SGA Vice President. In case of the removal of the SGA Vice President from his/her office, the powers and duties shall devolve temporarily to the Vice President of the Senate. In the event of the removal of both SGA President and Vice President, Executive Cabinet will take over, as a whole, the duties of the President. In case of the removal of the Judicial Review Board President, Honor Council President, Legislative Action Committee Chairperson, Academic Affairs Council Chairperson, Association of Residence Halls President, or Commuting Student Association President from office, the powers and duties shall devolve temporarily to the respective Vice President or Vice Chairperson. A campus-wide election shall immediately be held by the Senate Election Rules and Procedures Committee for the purpose of electing successors to the vacant offices.

Section 10. *Robert's Rules* shall govern the Executive Cabinet in all cases to which they are applicable and in which they are inconsistent with the SGA Constitution.

Section 11. No member of the Executive Cabinet may temporarily appoint another student to his/her position, if not already provided for in the Constitution.

Section 12. Presidential Standing Committees of the SGA:

Inter-Club Association

The purpose of the Inter-Club Association (ICA) is to coordinate an overall program of organizational activities for all members. The ICA shall act as an agency for discussion of problems or concerns between its members. The ICA shall assist in the development of new organizations to meet the student body's needs. The ICA shall work in cooperation with all organizations to carry out its purposes. The Chairs shall work in cooperation with the Director of Student Activities whenever possible. The ICA shall receive funding from the Student Finance Committee. The Senior Co-chair shall attend Executive Cabinet meetings with full voice and no vote. Two unexcused absences shall lead to disciplinary actions. All procedures and rules for this association shall be contained in the by-laws of the SGA.

Section 13. Elected Executive Cabinet members may not hold positions within Senate or Senate Board, with the exception of the SGA Vice President.

Article VII. Legislative Branch

Section 1. All legislative powers shall be vested in a student represented body, the Student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. It shall require a vote of 50 percent-plus-one of quorum of the Senate to approve any legislation before the Senate. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the President of the Senate for approval or veto. The Executive Cabinet shall approve or veto any legislation enacted by the Senate within two weeks, lest the legislation is appropriated to the correct body. The Senate may override a veto of the Executive Cabinet only by the vote of at least two-thirds of its membership.

Section 3. The Vice President of the SGA shall be President of the Senate and its official spokesperson. The Senate President shall call and preside over all meetings of the Senate and shall have no vote, except to decide a tied vote.

Section 4. The Vice President of the Senate shall be elected from the Senate body during the third meeting of the Senate each fall. This election is to be handled by the Election Rules and Procedures Committee. The Vice President shall be an officer of the Senate Board.

Section 5. The Student Senate shall be comprised of the following Standing Committees:

Committee: Academic and Faculty Affairs

The Academic and Faculty Affairs Committee (AFA) shall be comprised of one Chairperson and committee members. The AFA shall be the liaison between the Student Senate and the Academic Affairs Council (AAC). This committee shall make sure that all Student Senate motions given to the AAC are processed in a timely manner. The AFA has the authority to call in any appointed member of the AAC to report twice a month. The AFA Chairperson shall attend all meetings of the AAC or choose a committee member to go in the event that they are unable to attend. The AFA Chairperson is responsible for meeting with the AAC Chairperson so that the AFA shall be well informed on any and all issues of academic concern to better discuss these issues in the Student Senate.

Committee: Buildings and Grounds

The Buildings and Grounds Committee (BGC) shall be comprised of one Chairperson and committee members. The BGC shall make sure that all Student Senate motions relating to the maintenance of the campus property are processed in a timely manner and act as liaison with



the LAC. The BGC shall be well informed on any and all issues of residential concern to better discuss these issues in the Student Senate. The BGC shall prepare and present all motions and concerns to the Legislative Action Committee for the Safety Walk.

Committee: Constitutional Order

The Constitutional Order Committee (COC) shall be comprised of two Co-Chairpersons and committee members. The COC shall be the authoritative body in the Legislative Branch on Senate rules and the SGA Constitution. In the Parliamentarian's absence, a member of the committee shall fulfill the role of Parliamentarian until he/she returns or the position is filled. All inquiries concerning the SGA Constitution in regards to the Student Senate by the COC shall be efficiently sent to the Judicial Review Board for review. The COC shall maintain a working knowledge of *Robert's Rules of Order Newly Revised*. It is also the duty of the COC to handle all matters of Constitutional reform and amendments to the SGA Constitution.

Committee: Dietary Concerns

The Dietary Concerns Committee (DCC) shall be comprised of one Chairperson and committee members. The DCC shall be the liaison between the Student Senate and the Presidential Dining Committee. This committee shall make sure that all Senate motions delivered to the Presidential Dining Committee are processed in a timely manner. The Chairperson shall attend all Presidential Dining Committee meetings or choose a committee member to go in the event that he/she is unable to attend. The DCC shall be well informed on any and all issues of dietary concern for better discussion in the Student Senate. The Chairperson and all Committee members must hold at least the minimum meal plan available.

Committee: Election Rules and Procedures

The Election Rules and Procedures Committee (ERPC) shall be comprised of two Co-Chairpersons and committee members. The ERPC shall run executive cabinet elections and oversee all other SGA campus-wide elections. It shall also handle all matters pertaining to SGA elections, including election contestations. The ERPC must hold SGA election workshops and must provide physical copies of the Senate bylaws and SGA elections procedures to candidates at workshops. The ERPC must organize a Voter Information Night or similar event to be held a reasonable amount of time prior to the SGA Executive Cabinet election. The Executive Cabinet can, by a plurality of votes, take control of any campus-wide election, thus removing all powers from the ERPC. It is the duty of the SGA Executive Cabinet to maintain close working relations with the ERPC throughout the elections process. The SGA Executive Cabinet may suspend an election by a plurality of votes cast and must then present its case for assuming control to the Student Senate during a regularly scheduled meeting of the Senate. The Senate must then approve, by a two-thirds vote, the Executive Cabinet's decision to assume control of an election. The Executive Cabinet may suspend an election by vote, but may not take any further action until it is approved by Senate. Members of Executive Cabinet or Senate who are candidates in the current election may not vote. The SGA Executive Cabinet may not cancel the elections process or delay the holding of elections for more than two weeks from assuming control of said election.

Committee: Ethics and Conduct

The Ethics and Conduct Committee (ECC) shall be comprised of two Co-Chairpersons and seven committee members. The ECC shall be responsible for the revision and enforcement of the Senate Code of Ethics and committee bylaws. The Ethics and Conduct Committee shall ensure that all members of the Senate and Senate Board are performing the duties of their office. Any breach of the Senate Code of Ethics or failure to fulfill duties shall be reported to the ECC. The Ethics and Conduct Committee shall enforce attendance policies in conjunction with the Vice President. At the discretion of the committee, the ECC may elect to keep the proceedings within the committee or bring proceedings before Senate. ECC hearings shall not be held unless all nine members are present. The Senate may remove any member of Senate from office by a two-thirds vote in favor of removal. If a two-thirds vote is reached, the individual may not be a member of the SGA for one year starting at the time of removal. If a two-thirds vote is not reached, then the acquitted Senator remains in his/her position and may not be charged with the same violation again.

Committee: Legislative and Administrative Affairs

The Legislative and Administrative Affairs Committee (LAA) shall be comprised of one Chairperson and committee members. The LAA shall be the liaison between the Student Senate and the Legislative Action Committee (LAC). This committee shall make sure that all Student Senate motions delivered to the LAC are processed in a timely manner. The LAA has the authority to call any of the appointed members of the LAC Executive Board to report to the committee twice a month. The LAA Chairperson shall attend all meetings of the LAC or choose a committee member to go in the event that he/she is unable to attend. The LAA shall be well informed on any and all issues of legislative or political concern for better discussion in the Senate.



Committee: Publicity

The Publicity Committee shall be comprised of two Co-Chairpersons and committee members. The Publicity Committee shall be responsible for advertising all Student Senate events as deemed necessary by the members of the Senate Board. The SGA Press Secretary may seek the assistance of the Publicity Committee for other SGA purposes, as the Publicity Committee formally allows. In cooperation with the Vice President the Publicity Committee shall be responsible for coordinating Student Senate events.

Committee: Telecommunications

The Telecommunications Committee shall be comprised of one Chairperson and committee members. The Telecommunications Committee shall be responsible for filming all Student Senate or SGA sponsored events at the committee's discretion. The Telecommunications Committee is also responsible for maintaining the Senate webpage, which includes posting the weekly Student Senate minutes. If a Senator goes abroad and wishes to remain an active member of Senate, said Senator shall be acquired by the Telecommunications Committee for communicative purposes.

Committee: Film Festival

The Film Festival Committee (FFC) shall be comprised of two Chairpersons (non-voting in Senate Board) and committee members. Both the Chairs and the members may sit on another committee. The Chairs will have the power to appoint non-Senators to the Committee. The FFC shall be responsible for organizing and running The Spectacle (the Student Film Festival).

Section 6. The Student Senate shall have the following positions:

Position: President

The SGA Vice President shall serve as President of the Student Senate and shall call and preside over all meetings of the Student Senate, voting only in a tie situation. The President shall call and preside over all meetings of the Senate Board. The President shall appoint all of the Senate Co-Chairpersons of standing and ad-hoc committees with the Senate's approval. The SGA Vice President is responsible for the daily operations of the Student Senate and for maintaining records of all Student Senate legislation.

Position: Vice President

The Vice President shall assume the powers and duties of the President of the Student Senate in his/her absence. The Vice President shall attend all meetings of the Senate Board and have full voice and vote. The Vice President must be a Senator and shall be elected by his/her fellow Senators during the third meeting of the Senate in the fall semester and hold no other office within Senate. Once elected, the Vice President will remain as a member of his/her committee with the exception of the Ethics and Conduct Committee, and will hold no vote, but full voice, in all Senate meetings. If an Ethics and Conduct Committee member chooses to run for the position of Vice President and is elected, he/she must resign from his/her position in the committee and shall be appointed to another Student Senate committee by the President of the Student Senate. The Vice President shall be responsible for supervising the attendance of the Senators. The Vice President shall be responsible for coordinating at least one community service project during each semester. All Senate office hours must be registered with the Senate Vice President.

Position: Parliamentarian

The Parliamentarian shall be appointed in the spring semester by the SGA Vice- President and shall attend all meetings of Senate and the Senate Board serving as a member with full voice. The Parliamentarian shall have a vote within Senate Board but not within Senate. The Parliamentarian is the foremost authority on *Robert's Rules of Order Newly Revised* and acts as an advisor on such matters to the Student Senate President whenever necessary. The Parliamentarian shall maintain his/her position until transition.

Position: Secretary

The Secretary shall be appointed in the spring semester by the SGA Vice President and shall attend all meetings of the Senate and the Senate Board serving as a member with full voice. The Secretary shall have a vote within Senate Board but not within Senate. The minutes of the Student Senate and Senate Board shall be in accordance with *Robert's Rules of Order Newly Revised*. The Secretary is responsible for the accurate recording and efficient, expedient distribution of the minutes of Student Senate and of the Senate Board meetings. The Secretary shall maintain his/her position until transition.

Section 7. The Duties of the Senators shall be: 1) Senators shall represent their constituents' viewpoints to the very best of their ability. Senators should be proactive in talking and asking constituents of their opinions and views on any issue the SGA is dealing with. This proactive stance will make Senators better informed to cast more informed votes in Senate. 2) Senators must attend all Senate meetings. 3) Senators shall attend all applicable committee meetings. 4) Senators shall publicize anything deemed necessary to be publicized by the Senate or by the Senate President. 5) Senators should acquire a good working knowledge of Senate procedure.



6) Senators must notify the Ethics and Conduct Committee if a fellow Senator is not properly performing his/her duties. 7) All Senators must maintain good academic standing and must attend a mandatory Senate workshop or meet with the Senate President or Vice President within two weeks of joining Senate. 8) All commuting student Senators shall attend the meetings of the Commuting Student Association, and be subject to the attendance policy of that organization. 9) Office hours will be determined by Senate Board at the beginning of the year. All hours must be registered with the Senate Vice President.

Section 8. Excuses for absences shall be cleared by the Senate Vice President prior to the Senate meetings. After a Senator incurs two absences, he/she shall be required to meet with the Senate Vice President as well as receive a letter of warning. After accruing three unexcused absences per academic semester, a Senator shall be removed from the Senate. Any excuses for absences to committee meetings shall be cleared by one of the two co-chairs of that committee prior to the meetings. After accruing two absences from these meetings, the Senator shall meet with the co-chairs of that committee and it shall be counted as one absence in the Senate.

Section 9. The members of the Senate Board are required to attend all Board meetings as well as all Senate meetings. Any absences must be excused by the Vice President of the Senate before the meeting occurs. In the event that an officer accrues two unexcused absences from both bodies' meetings, the said officer shall be required to meet with the President of the Senate. If the said officer accrues three absences from both bodies' meetings then the President shall remove that officer from the Board and the Senate.

Section 10. The Senate may form at any time ad-hoc committees to augment the activities of the standing committees or to study and investigate a specific problem area that requires special attention. The Senate shall not abridge the right of students to form ad-hoc committees which do not fall under the direct jurisdiction of the Senate. The Senate may place regulatory conditions only on the expenditures of SGA funds granted to these committees. Ad-hoc committees shall be defined as impermanent committees whose chairperson(s) is a member of Senate with all conditions applying. The committee shall clearly state its purpose and its goals, which are to be submitted to the Board and the Senate body. Ad-hoc committee membership is open to all students. The ad-hoc committee shall be dissolved whenever its purpose is fulfilled.

Section 11. The entire Student Senate body shall be made up of a total number of voting members equal to the College student population divided by fifty. Each residence hall shall have at least one Senator notwithstanding the number of residents in said residence hall. Each residence hall containing more than fifty students will add one additional Senator when thirty students exceed an increment of fifty. Residential Senators shall be elected within their residence halls. Commuters are also entitled to the right of one Senator per fifty commuting students and shall be elected by the commuting student population. All vacant positions may be filled by any member of the College student body through a petition of fifty signatures which once confirmed by the Student Senate would establish them as voting members.

Section 12. The Senate Board shall consist of the Student Senate Vice President, Secretary, Parliamentarian, and the Chairperson(s) of each Student Senate standing committee, as well as any ad hoc committee Chairpersons who may be added throughout the year. A member of Senate Board may only hold one position within Senate Board. Those holding Senate Board Chairperson positions and the Vice President of the Student Senate must first be Senators and shall have a term of office until the next academic year. The members of the Senate Board, with the exception of the Senate President, shall have full voice and vote in meetings of the Senate Board as a whole.

Article VIII. Judicial Branch

Section 1. All judicial matters herein granted shall be vested in one judicial body – the Judicial Review Board (JRB). All of the JRB's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the University judicial process, as one of mediation between the expectations of the College as an enduring institution, the needs and rights of the student body as whole, and the needs, rights and impulses of the individual student.

Section 2. The JRB shall be the official interpreter of the SGA Constitution. Procedures for interpretation of the Constitution and accusations of violations of the SGA Constitution are outlined in the JRB By-laws.

Section 3. The JRB is designed to hear cases involving alleged violations of College policy as described in the Student Handbook. The JRB is advised by the Director of Judicial Affairs and Community Responsibility of the College. All procedures for handling violations of College policy, and procedures for hearings and waived rights, are spelled out in the Judicial Affairs and Community Responsibility section of the Student Handbook.

Section 4. The JRB shall be composed of a President, Vice President, and twenty elected representatives. The President and Vice President shall be elected at large by the entire student body as prescribed in the By-laws of the SGA. The twenty representatives shall consist of five representatives each from the freshman, sophomore, junior and senior classes, elected by



members of their respective classes. All members of the JRB, including President and Vice President, shall be elected and shall serve one-year terms beginning in the spring semester of each year and shall continue to serve until the installation of new members, with the exception of the freshmen who are elected in the fall. Representatives may be re-elected to consecutive terms, but a member may only run for and hold one elected position within the Board. All Board members carry full voice and vote in all JRB meetings, except for the President and Vice President who carry full voice but no vote in said meetings. In the event of a tie, the President will cast the tie-breaking vote.

Section 5. The JRB shall have the following positions to ensure the efficient administration of the Board and its functions:

Position: President

The JRB President is the official representative of the JRB to the SGA and entire student body and must have served at least one year as an elected member of the JRB prior to running for President. The JRB President shall represent the JRB in all judicial matters upon the request of any member of the College community. It is the responsibility of the President to ensure the efficient administration of the Board and all of its functions, finances, and respective committees. The President shall have the duty of organizing and delegating work associated with any JRB events and shall have the power to recommend to the Board the removal of any JRB member who does not perform his/her duties in a satisfactory manner. The President shall call and preside over all JRB meetings, or delegate as appropriate, and report relevant information to the Board. The President shall also meet regularly with the JRB advisor and attend regular meetings of the Honor Advisory Board (HAB) with the Honor Council President and the SGA President and serve as the official representative of the JRB to the HAB. The President is responsible for maintaining records of all judicial proceedings and must keep records of all judicial matters including sanctions as well as the judicial records of students who have chosen the JRB for hearings or waived rights. It is also the duty of the JRB President, in conjunction with the Vice President, to hold elections to fill the positions of JRB representatives in the spring for the rising sophomore, junior and senior classes and hold an election to elect representatives for the freshman class in the fall. All of the inner-Board positions, with the exception of the Vice President, will be subject to final approval by the President.

Position: Vice President

The Vice President must have at least one year of experience as an elected member of the JRB. The Vice President shall assume the duties of the President in the event of his/her absence which include, but are not limited to, presiding over meetings, hearings and waived rights, and attending SGA Executive Cabinet meetings. The Vice President must assist the President in the elections of all JRB representatives of each class. The Vice President shall preside over any committees, hearings and waived rights delegated by the President in a non-voting capacity. The Vice President shall attend meetings with the JRB advisor regularly and is also responsible for helping the President organize any events that the JRB holds.

Position: Secretary

The Secretary will be elected at the beginning of each new term by the JRB. The Secretary will be the official record keeper of the JRB. The Secretary must attend all meetings of the JRB, and will be responsible for the accurate recording of the minutes of all JRB meetings and the subsequent distribution of those minutes after each meeting to all Board members and the JRB advisor. The Secretary must keep a record in the JRB office of all minutes taken, and must keep attendance records of all meetings.

Position: Treasurer

The Treasurer will be elected at the beginning of each new term by the JRB. The Treasurer will be the official record keeper of the JRB budget. The Treasurer must keep an accurate record of the JRB budget and all expenses incurred, and must give a report at each meeting of the JRB stating the status of the JRB budget. The Treasurer should maintain contact with the Finance Committee on all JRB financial matters. At the end of each semester, the Treasurer must prepare a report that itemizes all expenditures the JRB has incurred.

Position: Hearing Coordinator

Two Hearing Coordinators will be elected at the beginning of each new term by the JRB. The Hearing Coordinators are responsible for the timely scheduling of hearings and preparing all of the paperwork which is involved with scheduling hearings as delegated by the President. These include, but are not limited to: Hearing Notification Forms for the accused student, Hearing Notification Forms for the documenter(s), and Hearing Notification Forms for witnesses.

Position: Sanction Coordinator

Two Sanction Coordinators will be elected at the beginning of each new term by the JRB. The Sanction Coordinators are responsible for reviewing all sanctions which come through the Judicial



Review Board. These include, but are not limited to: educational papers, flyers, letters of apology, and maps. The Sanction Coordinators are also responsible for keeping a record of the sanctions which are reviewed, the dates that they are received, and the completeness of the sanction. The Sanction Coordinators are responsible for providing a report to the President bi-monthly which includes names of students who have not turned in a sanction by the assigned due date.

Section 6. The newly elected Board will decide upon attendance policies for the JRB at the beginning of the year in the fall. If a representative fails to abide by the attendance policies, the Board as a whole will decide upon whether or not to remove the Board member from his/her position. Two-thirds of the Board (13 members) must decide that a Board member should be replaced. Within forty-eight hours of the vacancy, publicity regarding a new election must be posted, and the JRB President and Vice President must hold said election within fourteen academic days to elect the new member(s).

Section 7. No member of the JRB other than the JRB President may serve in any capacity (elected or appointed) in the Executive Branch of the SGA.

Article IX. Recall

Section 1. Any student official may be recalled by his/her constituency if he/she has failed to perform satisfactorily the duties of, or uphold the standards of, the office.

Section 2. The following recall procedure shall be utilized by all members of the SGA. This may also be used unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.

Section 3. Upon petition of twenty percent of the electorate for said office to the Ethics and Conduct Committee, the question of recall shall be considered before that electorate. Two-thirds of the specified electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his/her constituency.

Article X. Repeal and Referendum

Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.

Section 2. A petition of ten percent of the student body shall call the question.

Section 3. A plurality of the electorate is required to repeal legislation.

Article XI. General Provisions

Section 1. Eligibility for any office within the Student Government Association shall be dependent upon a 2.2 cumulative grade point average to run for office and the achievement of at least a 2.0 semester average for each semester while in office, a good social standing, and a full-time student status throughout the tenure of office. Any appointed offices within the SGA shall be of good academic standing (2.0).

Section 2. The oath of office for all elected and appointed representatives of the SGA shall be as follows: *I do hereby solemnly promise to support and maintain the Constitution of the Student Government Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ to which I have been elected/appointed.*

Section 3. The oath of office shall be administered by the outgoing Judicial Review Board President and witnessed by the newly elected SGA President. The only exception is the SGA President who is sworn in by the outgoing Judicial Review Board President and witnessed by the outgoing SGA President.

Article XII. Bill of Rights

The following rights shall be the standards by which the Student Government Association shall formulate and conduct its policies:

Section 1. Statement of Non-Discrimination: The SGA shall not discriminate against, nor tolerate any discrimination of any member of the Mary Washington College community on the basis of race, color, religion, physical or mental disability, national origin, political affiliation, marital status, sex, sexual orientation, or age.

Section 2. The right of students to be secure in their persons, houses, or living quarters, papers, and effects against any unreasonable searches and seizures shall not be violated by any student.

Section 3. No student in any student judicial case shall be compelled to be a witness against himself/herself, nor shall he/she be deprived of liberty, or social or student status without due process. No disciplinary sanction shall be imposed by the student judiciary on any student without notice to the accused of the nature and cause of the charges and a fair hearing which shall include confrontation of witnesses against him/her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his/her behalf, and to have the assistance of counsel for his/her defense.

Section 4. Clubs may be established for any legal purpose consistent with policy of the College. Any such organizations shall not be denied membership into the Inter-Club Association, should it desire it, without justifiable reason.



Article XIII. Amendments

Section 1. An amendment to this constitution may be proposed by any student. A petition of ten percent of the student body must accompany all proposed amendments to the Senate. The amendment shall then be handled by the Senate Constitutional Order Committee. The Senate must approve the amendment by a three-fourths majority. If the amendment passes the Senate then it will become effective if passed by a vote of 50-percent-plus-one majority of the student electorate.

Section 2. An amendment to the By-Laws of the SGA Constitution may be proposed by any student. A petition of five percent of the student body must accompany all proposed amendments to the Senate. The amendment shall then be handled by the Senate Handbook and Ethics Committee. The Senate must approve the amendment by a three-fourths majority. If the amendment passes the Senate, it will then become effective if passed by a 50-percent-plus-one majority of votes cast in a campus wide election.

Senate By-laws

Article I. Qualifications for Campus-wide Elections

1. All candidates must have a 2.2 Cumulative Grade Point Average to run for an office.
2. a. All candidates are required to attend one mandatory workshop. If it is not feasible for a candidate to attend, he/she must contact the Senate Election Rules and Procedures Committee Chairperson(s) within 24 hours before nominations.
- b. Nominations will be held during a Senate meeting, as designated by the Election Rules and Procedures Committee. All candidates must be nominated by a senator and must accept the nomination in order to qualify for the election.
- c. Nomination by petition may be accomplished if a student submits a petition of support of his/her nomination, which has been signed by 10 percent of the student body, to the Election Rules and Procedures Committee Chair within 24 hours of closing of nominations.

Article II. Regulations and Restrictions

1. On-campus campaign material is considered to be posters, fliers, banners, an advertisement in any campus publication, buttons, stickers, t-shirts, clothing, and anything that's purpose is to support a candidate's campaign. The Election Rules and Procedures Committee will make any decisions pertaining to campaign material.
 - a. A limit of \$50 is hereby established on campaign expenditures and donations. All materials used in publicizing the campaign are subject to "Fair Market Value System." Campaign donations are only to be made by members of the College community.
 - b. All candidates must complete and submit the Campaign Expenditure Form to the Election Rules and Procedures Committee within 24 hours of the closing of elections. The Campaign Expenditure Form is a list of expenditures which includes all donations and all purchases. The list of donations should include the name of donors, the amount donated, and the dates of all donations. The list of purchases should include the amounts and dates of purchases.
 - c. Campaign material is limited to 45 pieces. Fliers on Seacobeck and Eagle's Nest tables are limited to one half-sheet flier per table and are not counted as part of the 45 piece limit. Buttons and stickers do not count as part of the 45 piece limit unless attached to campus property.
 - d. Banners must be of oil cloth or other suitable fabric and may only be strung or wired in an approved location.
 - e. No campaign material may be attached to or strung from trees or lampposts.
 - f. No campaign material is allowed in or on academic buildings.
 - g. Any campus publication advertisements may be used as campaign material with the advertisement being placed at the candidate's expense.
 - h. Campaigning is not allowed on personal message boards, through mass mail (e.g.: postal mail, email, voice mail), or through mass distribution without consent.
 - i. Each candidate is required to submit a one page qualification platform sheet to the Election Rules and Procedures Committee Chairperson(s) no later than 48 hours prior to the start of elections.
 - j. No one may reserve banner spaces. No one is allowed to drop a banner until the nomination period for all offices has been closed.
 - k. All campaign material for all candidates must be taken down within 48 hours after the final election announcements. There will be a \$5 fine per day for all material not taken down within this period and all fines will be deposited into the Student Government Association account. Any candidate whose fine exceeds \$15 shall be required to appear before the Election Rules and Procedures Committee. If the offender is the new office holder, it is the committee's responsibility to decide if disqualification is in order.



- l. Candidates must follow all rules of the Student Activities organization including approval-stamping of all posters and fliers with the exception of all Senator campaign materials used in residence halls.
- m. Decoration of the Spirit Rock in any way for campaigning purposes is strictly prohibited.
- n. Campaigning in Seacobeck Hall is permitted in the form of Seacobeck table fliers, t-shirts, buttons, answering informed questions, and other closely related forms.
2. a. No Executive Cabinet member, Election Rules and Procedures Committee member, or Parliamentarian currently in office may endorse any election candidates with the exception of themselves. Executive Cabinet members are able to give informed answers that are germane to the candidates and their positions, but under no circumstances shall they initiate such a conversation. Due to the nature of the office, any Legislative Action Committee candidate may not use endorsements by local, state, or national politicians or by a specific party.
- b. If a vote is being conducted in the Woodard Campus Center, loitering or campaigning on the days of elections is not allowed within the Woodard Campus Center. All campaign material in this area must be removed before final voting begins. This includes any fliers in the Eagle's Nest.
- c. Any deliberate attempt by the candidate or his/her supporters to disqualify another candidate will result in the disqualification of the first-mentioned candidate.
- d. Slander is not permitted from any of the candidates. Slander is defined as an oral utterance of false charges or misrepresentations which defame and damage the reputation of another. Additionally, libel is not permitted. Libel is defined as a false publication, as in writing, print, signs, or pictures, which damages a person's reputation.
3. Any violation of these regulations and restrictions will result in the following procedures:
 - a. The candidate will receive one phone call and one email notifying him/her of the violation. The Election Rules and Procedures Committee will then determine if the violation is minor or major. If it is a minor violation, he/she will have 12 hours from the time he/she is contacted to remedy the situation. If it is a major violation, he/she will have two hours to remedy the situation.
 - b. If the candidate does not remedy the situation within the allotted time limit, the Election Rules and Procedures Committee will meet to decide upon a further course of action.
 - c. All violations on Election Day will be considered major violations.

Article III. Disqualification

Any candidate who violates any regulations or restrictions listed in Section II will be disqualified from the election as determined by the Election Rules and Procedures Committee.

Article IV. Special Notes

1. If any election is to be contested, a formal written complaint accompanied by an email must be made to the Election Rules and Procedures Committee Chairperson(s) within 24 hours after the election results are announced. A decision shall be rendered by the Election Rules and Procedures Committee within two school days after the complaint has been filed. The contestation is only to be read and reviewed by the Election Rules and Procedures Committee. The Election Rules and Procedures Committee may request any person to stand before the committee for questioning in order to assist in their decision-making process. After the Election Rules and Procedures Committee have reached their conclusion, they will send their decision to the official committee within JRB that interprets the SGA Constitution for final approval.
2. Any appeal to the Election Rules and Procedures Committee's decision on the contestation must be presented to the Board of Senate Officers within 24 hours of the contestation being presented. If the appeal is declined, the Election Rules and Procedures Committee's original decision stands. If accepted, a new election must be held for the contested position by the Election Rules and Procedures Committee within five academic days. The appeal may only be read and reviewed by the Senate Board. The Election Rules and Procedures Co-Chairperson(s) are to have voice during the Senate Board discussion but no vote. The decision on the appeal by the Senate Board must be presented within 48 hours of the presentation of the appeal.
3. All candidates are to be excluded from decisions regarding contestations and appeals.
4. If an Election Rules and Procedures Committee member chooses to run in an Executive Cabinet election, he/she must resign from his/her position on the Election Rules and Procedures Committee.
5. The Election Rules and Procedures Committee must organize a Voter Information Night or similar event to be held a reasonable amount of time prior to the election day.



6. Only the Election Rules and Procedures Committee and the Senate Parliamentarian are allowed to be present in the room and participate in the counting of election ballots.
7. Non-compliance with any of the above rules will result in disqualification as determined by the Election Rules and Procedures Committee.
8. Exceptions to any of the above rules for any election must be approved by the Election Rules and Procedures Committee.

Article V. Procedures

1. The SGA Vice President may decide to hold an additional Senate training session if he/she deems necessary.
2. At least one senator must attend all Hall Council meetings.
3. Once a commuting senator is absent from two Commuting Student Association meetings he/she will receive an absence from Senate.
4. In Ethics and Conduct Committee cases, the accused party and the committee must submit a written statement explaining their positions. Each party will be allotted equal time to answer clarification questions.
5. Senate meetings will follow parliamentary procedure as dictated by the most updated version of *Robert's Rules*.
6. In the case that the Senate must vote a motion passes by 50-percent-plus-one of the senators present voting in favor.
7. If a senator is misbehaving in a Senate meeting, the Parliamentarian or any senator may call a Point of Order, and the Parliamentarian can correct the senator, or a senator from the floor can move to have the senator removed from the meeting. This motion is not debatable, and must be passed by 50-percent-plus-one of the senators present.
8. Quorum is designated as 50-percent-plus-one of the voting membership of the Senate.
9. Motions to change the Senate bylaws must be approved by two-thirds of the Senate voting membership.
10. In order to speak, a senator must be recognized by the presiding officer. If a senator speaks out of order, the Parliamentarian or any senator may call a Point of Order.
11. Senators will direct all discussion to the presiding officer. Back and forth discussion between senators is not allowed.
12. When a motion moves to debate, no more than three addenda are allowed. If more than three addenda are proposed, the motion must be recalled, and presented at the next meeting under old business.

JRB By-laws

Article I. Qualifications for JRB Elections

1. All candidates must have at least a 2.0 Cumulative Grade Point Average to run for an office and maintain at least a 2.0 Cumulative Grade Point Average throughout the course of his/her term once elected.
2. a. All candidates are required to attend one mandatory workshop. If it is not feasible for a candidate to attend, he/she must contact the JRB President at least twenty-four (24) hours before nominations.
- b. Nominations will be held during an open session at a time and place to be announced by the JRB President. A member of the College student body must nominate each candidate, and a candidate may not nominate him/herself. Nominations may be done by proxy if accompanied by a letter of acceptance signed by the candidate.

Article II. Procedures for Interpretation of the SGA Constitution

In the event that any student of the College has a need for interpretation about the SGA Constitution, the following procedure must be followed:

1. A formal letter must be turned in to the JRB President at the Office of Judicial Affairs. This letter must include verbatim all Articles and Sections relevant, the names of all parties involved (persons as well as organizations), and an explanation of what must be interpreted by the JRB.
2. This letter will be read by the JRB President and presented to the Board during a convened meeting.
3. The Board must reach a decision by a simple majority as to the interpretation of the Constitution.
4. A quorum of five voting members of the JRB must be present in order for a decision to be reached.
5. *Robert's Rules of Order, Newly Revised* must be consulted as necessary during the interpretation process.
6. If a student is being accused of violating the SGA Constitution, a hearing will be scheduled in a timely manner during which all procedures for hearings will be followed. Letters informing all those involved of the decision of the JRB will be given to each party regardless of the outcome.

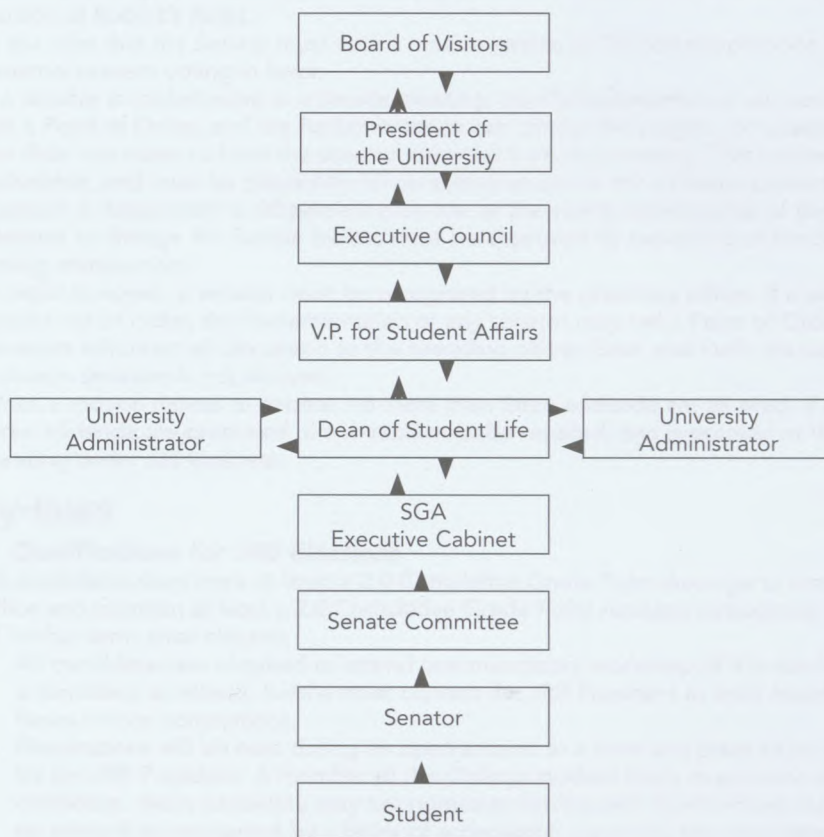


7. During the hearing, all individuals mentioned in the letter will be present as well as five impartial representatives of the JRB familiar with the SGA Constitution and a Presiding Official. Both parties will have equal and adequate time to present their cases. The JRB will reach a decision after deliberation. It is the responsibility of the JRB to contact the appropriate SGA Executive Cabinet member of the outcome of the hearing if they believe further action should be taken. This communication between the JRB and the respective SGA organization may only occur when a violation of the SGA Constitution has occurred.
8. The JRB does not have the right to remove a member of the SGA from office, nor can it assign a sanction. Rather, the JRB is used to interpret the SGA Constitution and possible violations. Further action must be taken by the appropriate branch of the SGA as outlined by the SGA Constitution.
9. The decision of the JRB is final.



Flow Chart for Effecting Change Through the SGA

Students proposing a change in a policy/procedure/condition should bring the proposed change to their Senator. The Senator then brings a motion for this proposal to Senate. The proposal is discussed by the Senators, voted on, and is either passed or vetoed. Motions that are passed are taken to the SGA Executive Cabinet for discussion and are approved or vetoed. Approved motions are taken by the appropriate Senate Committee Co-Chair or Executive Cabinet Member to the Dean of Student Life who brings it to the Vice President for Student Affairs. The Vice President will then take the motion/request to Executive Council for discussion and approval/disapproval. Approved motions/requests will be taken to the President of the University for approval/disapproval. The SGA President, acting as the student representative to the Board of Visitors, shall inform the Board of Visitors of policy changes that are being discussed/proposed.



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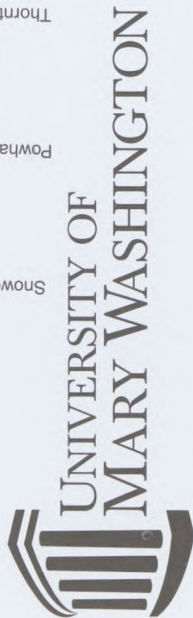
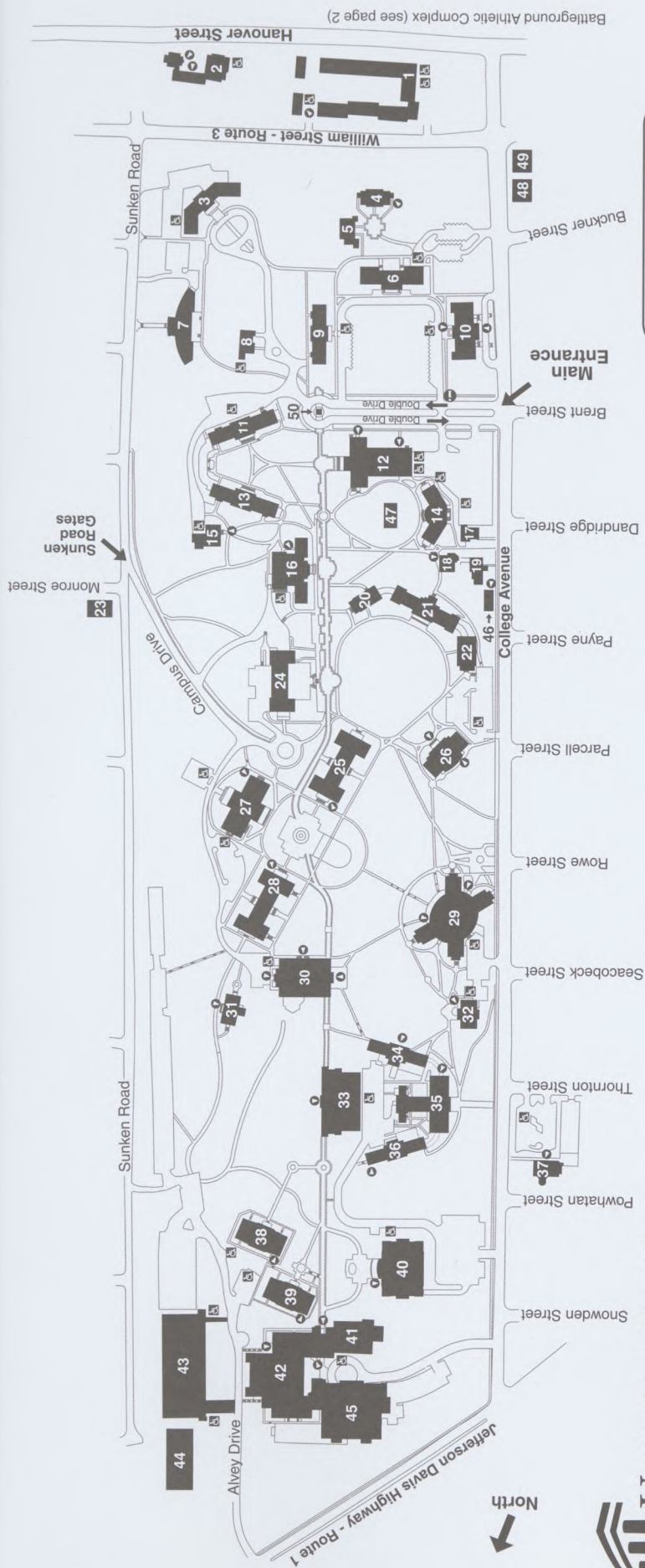
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Fredericksburg Campus

1004 College Avenue (48)	Academic	Mason Hall (13)	Residence
1201 William Street (49)	Academic	Melchers Hall (34)	Academic
Alumni Executive Center, Jepson (2)	Administration	Mercer Hall (31)	Health Center and CAPS
Alvey Hall (39)	Residence	Monroe Hall (27)	Academic
Arrington Hall (38)	Residence	Parking Deck (43)	
Athletic Complex, Battleground (see page 2)	Residence	Pollard Hall (36)	Academic
Ball Hall (21)	Residence	Randolph Hall (11)	Residence
Bookstore (47)		Ridderhof Martin Gallery (32)	Art Gallery
Brent House (8)	Police	Russell Hall (7)	Residence
Bushnell Hall (9)	Residence	Seacobeck Hall (29)	Student Activities, Dining
Campus Recreation Field (44)		Simpson Library (33)	Academic
Carmen Culpeper Chappell Centennial Campanile (50)		South Hall (4)	Residence
Centre Court (see page 2)	Administration	Trinkle Hall (16)	Academic, Administration, Admissions
Chandler Hall (26)	Academic	Tyler House (18)	Administration
Combs Hall (10)	Academic	University Apartments (1)	Residence
Cornell House (23)	Residence	Virginia Hall (25)	Residence
Custis Hall (22)	Residence	Westmoreland Hall (14)	Residence
Dodd Auditorium (12)	within George Washington Hall	Willard Hall (28)	Residence
duPont Hall (35)	Academic, Administration	Woodard Campus Center (30)	Student Center
Fairfax House (19)	Human Resources		
Financial Aid, in Annex B (46)			
Fitness Center (41)			
Framar House (5)	Residence		
George Washington Hall (12)	Administration		
Great Hall (30)	within Woodard Campus Center		
Goolrick Hall (42)	Gymnasium		
Gymnasium (45)	(future site)		
Hamlet House (17)	Administration		
Heating Plant (37)			
Jefferson Hall (6)	Residence		
Jepson Alumni Executive Center (2)	Administration		
Jepson Science Center (40)	Academic		
Klein Theatre (35)	duPont Hall		
Lee Hall (24)	(under renovation)		
Library, Simpson (33)	Academic		
Madison Hall (20)	Residence		
Marshall Hall (3)	Residence		
Marye House (15)	Student Life		





UNIVERSITY OF
MARY WASHINGTON

Fredericksburg, Virginia 22401-5300